

NAME	SCRIP POSITION	DESCRIPTION	POINTS
Seymour, Cheryl	SCRIP DATA RECORDER CHAIR	Responsible for recording all family SCRIP purchases from sales sheets, eScrip reports, and club card reports. Report each families quarterly report in the Monthly Messenger. Provide reports to SCRIP Committee, School Administration, and Parent Guild Officers for families' progress and final reporting of families who fail to meet commitment. Work closely with SCRIP Chair Sales & Promotion to promote renewals of eScrip cards (Safeway, etc). Attend bi-annual SCRIP meeting for training, sales information, and collaboration.	40
Canalas, Carrie	SCRIP INVENTORY CHAIR	Responsible for maintaining SCRIP inventory by inputting sales sheets, analyzing needs, and ordering SCRIP from vendors weekly. Forward sales sheets to SCRIP Chair Data Recorder. Input orders for special events, holidays, and special orders. Analyze reorder points. Prepare funds for deposit. Perform quarterly physical inventories. Interface with SCRIP Chair Sales & Promotion regarding new items or other promotional opportunities. Attend bi-annual meeting for training, sales information, and collaboration.	40
Gill, Michelle	SCRIP SALES/PROMOTION CHAIR	Responsible for coordinating and overseeing Daily Loop & Sunday SCRIP sales, as well as coordinating helpers for special events (Uniform Sale, Coffee Cafe, Great Gathering, etc.) Provide substitution list for helpers and oversee coordination for any Loop, Sunday seller changes. Host bi-annual meetings for helpers and other Chairs for training, sales information exchange, exchange of updated information. Promote SCRIP, eScrip, and paperless SCRIP in weekly Newline, Monthly Messenger, and promoting for SCRIP special promotional opportunities.	40
Law, Godwin	MASS SCRIP SALES SUNDAY 1	Report to Scrip Sales/Promotion Coordinator. Sunday Scrip responsible for SCRIP sales 9:30-12pm on specific Sunday each month, as well as when needed for special SCRIP promotions.	35
Esparza, Sarah	MASS SCRIP SALES SUNDAY 2		35
Wyant, Katie	MASS SCRIP SALES SUNDAY 3		35
Clerie-Alejandro, Elisabeth	MASS SCRIP SALES SUNDAY 4		35
	LOOP SCRIP SALES MONDAY	Report to Scrip Sales/Promotion Coordinator. Daily Loop responsible for SCRIP sales in loop from 2:30-3:30pm. Sunday Responsible for specific day, as well as when needed for special SCRIP promotions.	35
	LOOP SCRIP SALES TUESDAY		35
Gutierrez, Angeli	LOOP SCRIP SALES WEDNESDAY		35
Tumbokon, Myra	LOOP SCRIP SALES THURSDAY		35
Hirsch, Janine	LOOP SCRIP SALES FRIDAY		35

NAME	PARENT CLUB OFFICER	DESCRIPTION	POINTS
Carlino, Jennifer	PRESIDENT	The President position is preceded by serving one year as Vice President or equivalent PC volunteer experience. The President provides leadership for Parent Club and Parent Club Officers. Presides and sets agendas over all general Committee meetings and special meetings of the PC, and its Executive Committee and follows all rules of order in the PC Bylaws. Works with other PC officers and PC Support positions. Work with Administrative office to schedule PC Fundraising Events and secure on calendar. Includes (but not limited to) All Fundraising Events, Back to School Night, Open House & Registration. TIME COMMITMENTS: Monthly PC Meetings from May - May, mandatory attendance at Back to School Night (September) and Registration (Spring).	40
	VICE PRESIDENT	Assists the President in all his/her duties and performs the duties in his/her absence. Assists the President in evaluating and summarizing the events or activities of the current year. Work with PC Marketing Chair on monthly Newsletters. At the completion of the term, the Vice President shall assume the position of the President of the Parent Club. Also acts as the new family liaison. Call and introduce yourself to all new families, hosts a welcome party the 1st week of school (organized with parent Club), must attend Coffee Cafe, new family orientation, back to school night and open house. Call and invite to St Rose functions, send informative email throughout school year on community activities, ie turkey drive, baby bottles. This would be the point person for all questions. TIME COMMITMENTS: Monthly PC Meetings from May-May, mandatory attendance at Back to School Night (September) and Registration (Spring).	40
Jones, Anneliese	SECRETARY	2 Year position. Shall record the minutes of the PC meeting and follow all rules of order stated in PC Bylaws. Is responsible for providing monthly electronic copies of PC minutes to officers for approval. Shall handle all correspondence pertaining to the Parent Club delegated by the President, including faculty/staff birthday cards. Shall forward (by email) the Parent's Club monthly approved minutes to the Administrative Assistant, to be placed on the school's website. Shall have custody of all books and records of the Parent Club, except those pertaining to the Treasury.	40
D'Auria, Krista	TREASURER	Shall oversee and be responsible for all funds collected from all Fundraising events as may be planned by the Parent Club, belonging to the organization and shall deposit said funds into school's Parent Club account. Shall keep a record of receipts and expenditures on PC laptop. Shall work with Fundraiser Coordinator to establish and maintain a budget for each fundraiser. Shall present a report on the financial condition of the organization at the scheduled meetings. Shall furnish a statement to the members at the close of the official year. Shall work with the St. Rose School bookkeeper in maintaining all books and records of the Parent Club pertaining to the Treasury. Fiscal year shall be July 1 to June 30. TIME COMMITMENTS: Monthly PC Meetings from May-May, mandatory attendance at Back to School Night (September) and Registration (Spring). Attendance at Fundraising Events preferred but not required.	40
Giannini, Juli	HOSPITALITY/ SOCIAL TEAM CHAIR 1	2nd Year of 2 year term. Shall assume the duties of hospitality to include coordinating the Coffee Klatch and the Parent/ Child Social, as well as other special events. Shall have charge of all Parent Club hospitality inventory. Shall be responsible for preparing gifts for the school staff at the beginning of the school year. Shall Represent the Parent Club at the new parent orientation. Responsible for coordinating the faculty appreciation event during Catholic Schools Week.	40
Moreno-Guadamuz, Pattie	HOSPITALITY/ SOCIAL TEAM CHAIR 2	1st year of 2 Year position. Works with Team Chair 1 to fulfill all duties as described under Team Chair 1 position.	40
	EVENT PLANNING CHAIR	This position requires computer skills, ability to work with all the event chairs, and marketing promotion. Represent Parent Club at Initial meeting of Auction, Crab Feed and Spring Carnival and be committed to establishing a good relationship with each Fundraiser Event Chair. Shall work with PC Hospitality Chairs in keeping the active inventory of supplies owned by the organization and maintain the list of items available to the event chairs to check-out as needed. Will generate budget and projection reports with assistance from the PC treasurer and submit at the respective Parent Club meetings throughout the year. Shall research and present new fundraising ideas at Parent Club Meetings	40
Archer, Amy	ROOM PARENT CHAIR	2 Year position. Shall communicate to room parents and detail their responsibilities throughout the school year. Shall be the liaison between teachers, Principal, and classroom parents. Shall be an advisor to the room parents for each class. Shall recommend room parents to the Principal and assist the Principal in the selection of class co-room parents. Shall assist with Coffee Klatch on 1st day of school. Shall distribute Teacher Gift Fund letters and report fund balance to the Parent Club. Shall assist with artwork display for Catholic Schools Week.	40
Hernandez, Cherri	COMMUNICATIONS/ MARKETING CHAIR	Responsible for PC internal/external communication and marketing. Responsible for communication with all fundraising events through Chairs & Coordinators to all committees. Responsible for communication through different media sources and to outside community, including surrounding parishes, and Catholic Herald as directed. Compiles PC Newsletter quarterly. Attends Roseville Chamber and local community events, as directed. Also acts as historian for the school.	40
Flores, Brittany	SERVICE POINT CHAIR 1	2 Year position. Tracks and posts completion/incompletion of PC Service points after events and during school year and presents the PC point update report twice a year to inform families of their PC Service points status. Inputs all the information from the Spring Registration into the "Status of Points Performed" spreadsheet for tracking of service points for the next school year. Posts changes and revisions and helps keep the database up-to-date with copies of everything to the office for recording and website posting. Writes articles for the PC Newsletter and Messenger regarding Service Points. Provides forms (Time Sheets and Service Points Performed forms) for the office and coordinators as needed and posts the information from these forms to the database. In January, checks with all coordinators for any recommendations in revising the PC Service Point Application (number of helpers, description of duties, event changes, etc). Works with the school office to make changes for new school year. Helps to review and revise the St. Rose Parent Club Service Points Agreement and St Rose Application (whereby families sign up for their service points for the new year). Trains the PC Officers for registration day so that forms are completed correctly and families are able to sign up for service responsibilities correctly. Helps to reassign families to new service positions over the school year in the event of illness, emergencies, or job changes, which does not allow them to fulfill their positions.	40
Aban, Wendell	SERVICE POINT CHAIR 2	2 Year position. Tracks and posts completion/incompletion of PC Service points after events and during school year and presents the PC point update report twice a year to inform families of their PC Service points status. Inputs all the information from the Spring Registration into the "Status of Points Performed" spreadsheet for tracking of service points for the next school year. Posts changes and revisions and helps keep the database up-to-date with copies of everything to the office for recording and website posting. Writes articles for the PC Newsletter and Messenger regarding Service Points. Provides forms (Time Sheets and Service Points Performed forms) for the office and coordinators as needed and posts the information from these forms to the database. In January, checks with all coordinators for any recommendations in revising the PC Service Point Application (number of helpers, description of duties, event changes, etc). Works with the school office to make changes for new school year. Helps to review and revise the St. Rose Parent Club Service Points Agreement and St Rose Application (whereby families sign up for their service points for the new year). Trains the PC Officers for registration day so that forms are completed correctly and families are able to sign up for service responsibilities correctly. Helps to reassign families to new service positions over the school year in the event of illness, emergencies, or job changes, which does not allow them to fulfill their positions.	40
Henderson, Joanna Cucchi	Alumni Data Chair	Year one of this position involves compiling existing alumni data and devising a method for finding a recording contact information for all St. Rose alumni. Subsequent years will involve outreach to all alumni in an effort to build our alumni community and increase our alumni outreach.	40
	CATHOLIC SCHOOL ADVISORY COMMISSIONERS (CSAC)		
Miller, Scott	Mission Effectiveness - Commission Chairperson Chair	To advise and support the principal and pastor in examining how well the school carries out its mission statement. The committee will regularly and annually evaluate the performance of the school's Catholicity, curriculum and assessments, facility planning and maintenance, parental engagement, and alumni interaction. The results of the evaluations will be utilized in the marketing and promotional campaigns for the school.	40
Staszkow, Kevin	Catholic Identity Chair	To advise and support the principal and pastors to develop and enhance programs which integrate the Catholic faith in the lives of the school children and families both at school and home. The committee will regularly update and accelerate faith based programs and activities under the guidance and coordination with the principal and the teachers at the school.	40
O'Brien, Tony & Laura	Parish Relations Chair	To advise and support the principal and pastor with maintaining strong and regular interaction between the school, St. Rose Parish, and the various parishes which have children attending the school.	40

NAME	Committee Assignments	DESCRIPTION	
O'Keefe, William & Michelle	Church Bulletin Editor Member 1	Work with school office in drafting and circulating bulletin announcements for local churches through established network of church offices and within predetermined timelines by Parish.	20
	Parish Liaisons Member 2 St. Rose Parish	Develop relationship with pastor and/or parish administrator to enhance efforts to organize volunteers to promote Catholic Schools Week, follow up outreach for parish families interested in attending St. Rose School. Make sure that church is aware of community activities at St. Rose School (i.e., Fall Gathering, Crab Feeds, etc.).	20
	Parish Liaisons Member 3 St. Clare Parish		20
Villafana, Giancarlo	Parish Liaisons Member 4 St. Joseph Mareello Parish		20
	Parish Liaisons Member 5 St. Joseph-Lincoln		20
O'Keefe, William & Michelle	Parish Liaisons Member 6 Sts. Peter and Paul		20
	Facilities/Policy & Advocacy Chair	To provide advise and support to the principal on important decisions or policies facing the school, the Parishes, or the Diocese, or the general Catholic community. Examples include school enrollment, school promotion and marketing requirements and other policy and advocacy issues which need to be implemented by the principal. To advise and support the principal with the long term safety and emergency management plans for the school, including but not limited to capital improvements, space utilization, and technology infrastructure.	40
	Member 1	Track Assembly and Senate bills related to schools and specifically facility or infrastructure. Prepare and submit a quarterly report to the Committee Chair, Commission Chair and Principal with regards to current status and make recommendations for outreach to elected officials as necessary.	10
	Member 2	Prepare written letters for the Principal and/or parent body, for submission to elected officials, stating support or opposition to legislation with potential impacts to our school and/or Catholic education. (Max of 4 letters per year)	10
Rodriguez, Phil	Long Range Strategic & Financial Planning Chair	To advise and support the principal with monitoring, updating, and implementing the long range strategic plan for the school. The committee will also provide support to the principal, as needed, regular financial analysis and planning for the school.	40
Henderson, Jeff	Member 1	Specific tasks to be developed by committee members	10
	Member 2	Specific tasks to be developed by committee members	10
Reding, Phil & Kerri	Marketing & Community Outreach Chair	To advise and support the principal with promoting the brand and image of the school to the greater community. The committee will strive to enhance the visibility of the school in various community and volunteer events in order to help support the enrollment and recruitment goals of the school.	40
	Member 1	Write 2-3 articles/stories per year for local newspaper and/or magazine publishing related to school activities for promotion of the school.	10
	Member 2	Establish contacts with local newspapers or magazine and submit Member 1 article /stories based upon deadlines received by the news outlet.	10
	Member 3	Responsible for organizing school's entry in the Vernon Square Tree Grove Christmas Tree decorating contest in late November early December. Task includes developing a theme, soliciting materials for decorations, organizing 3-4 students to assist with decorating, and arranging for removal after the event.	10
	Member 4	Responsible for organizing school's entry in the Vernon Square Tree Grove Christmas Tree decorating contest in late November early December. Task includes developing a theme, soliciting materials for decorations, organizing 3-4 students to assist with decorating, and arranging for removal after the event.	10
Rossmiller, Tony	Parent Engagement Chair	To advise and support the principal in ensuring parents are regularly engaged in various volunteer and programmatic opportunities at the school. Additionally, the committee will strive to ensure and interactive relationship between the School Advisory Commission and the Parent Club.	40
Villafana, Deborah	Member 1	Committee Coordinates 2 Parent Socials / Family Nights. coordinates efforts of all Commission members, reserves Parish Hall, determines activities and coordinates food vendor.	20
Henrichs, Amber	Member 2	Committee Coordinates 2 Parent Socials / Family Nights. coordinates efforts of all Commission members, reserves Parish Hall, determines activities and coordinates food vendor.	20

NAME	SUPPORT POSITIONS	DESCRIPTION	POINTS
Rector, Brent	BEVERAGE/BAR FUNDRAISER CHAIR	Responsible for all Fundraising Events for Beverage/Bar supply. Works with each Fundraiser Chair (Auction & Crab) for all beverage coordination & supports F/B Coordinator. Analyze bar/beverage needs and inventory per Fundraiser, coordinating purchasing and delivery according to needs. Must maintain cost analysis to be presented to Fundraiser Chairs #1 & #2. Shall make recommendations to the PC for any future enhancements or revisions needed for future year and meet for Post Event meeting (ALL 3 EVENTS!). Shall prepare final report and full event binder to be returned to school office at the conclusion of the event. Responsible for solicitation of donations for beverage and other required equipment, rentals, etc.	40
	CORRESPONDENCE (ALL) FUNDRAISERS CHAIR	Responsible for correspondence for all PC fundraisers and special events. Correspondence includes solicitation letter, follow up correspondence, thank you notes and other general correspondence as requested by Chairs, Co-Chairs and Coordinators. Must have good communication and organizational skills, as well as computer literacy with Word, Excel, and merge documents.	40
	ONLINE FUNDRAISER CHAIR	Researches and recommends to Parent Club innovative online programs and opportunities. Responsible for planning, coordinating, and overseeing the implementation of online sales. Works with PC to establish detailed budget and plan to achieve budget goal. Works with PC Fundraiser #1 & #2 for publicity and signage for event including promotion in church bulletin, announcements, fliers for school as well as necessary signage for church and other media opportunities. Responsible for inventory and distribution of items to families.	40
Rumenapp, Tamara	MONTHLY FUNDRAISING CHAIR	2 Year position. Schedules monthly social Fundraising events with community partners. Marketing responsibilities include: notifying PC Marketing Chair, school office to include event in monthly Messenger and online, create flyer, hang banner in loop. Shall research and present opportunities for future, potential PC fundraising and Social FUNDraisers.	40
Viale, Tiffany	BOX TOP CHAIR	Promote Box Tops program to St. Rose families and parish. Organize Box Top drives & special promotions throughout the year. Secure prize donations as incentives for the student contests and organize class competition drives. Manage Box Top collections monthly. Submit Box Top collections 2 times per year according to General Foods Guidelines (November & March). Submit articles for Newline and Messenger.	40
Siino, Karen	BOOK FAIR CHAIR	Responsible for Book Fair and all coordination and execution of Book Fair. Works with Co-Chair and Helpers.	40
Kreps, Janine	BOOK FAIR CO-CHAIR	Works with Chair to fulfill all duties as described for Chair position. Works with Chair to schedule team for the times needed to set up book fair and all preparation associated with Book Fair.	35
Martinez, Heidi	MONDAY- FRIDAY BOOK FAIR HELPER 1	Assist Chair, Co-Chair with Book Fair sales during Book Fair. Assistance required as needed before and following Book Fair for set up and break down. The Monday - Friday helpers for shifts between 8:00 am and 4:00 pm. Sunday helpers must be available on Book Fair Sunday from 6:00 am - 2:00 pm.	10
Newman, Lisa	MON-FRIDAY BOOK FAIR HELPER 2		10
Newman, Mike	MON-FRIDAY BOOK FAIR HELPER 3		10
Zucker, Nicki	MON-FRIDAY BOOK FAIR HELPER 4		10
Murlot, Tracy	MON-FRIDAY BOOK FAIR HELPER 5		10
Morales, Novelty	SUNDAY BOOK FAIR HELPER 1		10
Morales, Christopher	SUNDAY BOOK FAIR HELPER 2		10
Jensen, Roberta	SUNDAY BOOK FAIR HELPER 3		10
Dodds, Michele	SUNDAY BOOK FAIR HELPER 4		10
Siino, Karen	SPRING BOOK FAIR CHAIR	Responsible for Spring Book Fair and all coordination and execution of Book Fair. Works with Co-Chair and Helpers.	20
Kreps, Janine	SPRING BOOK FAIR CO-CHAIR	Works with Chair to fulfill all duties as described for Chair position. Works with Chair to schedule team for the times needed to set up book fair and all preparation associated with Spring Book Fair.	15
Lemus, Angela	SPRING BOOK FAIR HELPER WEDNESDAY-FRIDAY	Assist Chair, Co-Chair with sales during Spring Book Fair. Assistance required as needed before and following Book Fair for set up and break down. The Wednesday-Friday helper shifts will be each day 11:30 am – 1:15 pm AND 3:00 pm – 4:00 pm with additional shifts as needed.	10
Dickey, Kathy	COMMUNITY SERVICE CHAIR	Responsible for student community service projects during school year, including: monthly can food drive (1st Friday Mass), Kids Can Food Drive (2 week drive in November), Turkey/Ham Fund (December), Class Christmas Adopt-a-Family, and Holy Childhood and Sacramento Life Center- Lenten projects (Spring). Oversees (2) Coordinators and 5 helpers.	40
Nasri, Elizabeth	COMMUNITY SERVICE Coordinator 1	Works with Chair to fulfill all duties as described for Chair position.	30
Lemus, Angela	COMMUNITY SERVICE Coordinator 2		30
	COMMUNITY SERVICE HELPER 1	Works under the direction of the Chair and (2) Coordinators for the execution of each community service project. Most tasks are done between 8-9:30am on school days throughout the year so members should be able to plan accordingly.	10
	COMMUNITY SERVICE HELPER 2		10
	COMMUNITY SERVICE HELPER 3		10
	COMMUNITY SERVICE HELPER 4		10
	COMMUNITY SERVICE HELPER 5		10
Crone, Trish	GRADUATION COMMITTEE CHAIR	Graduation Coordinator and committee CANNOT be filled by 8th grade parents. Coordination of graduation dinner including preparation, décor, set up, and clean up. Assisted by Sixth and Seventh grade room parents. Must work the graduation dinner and coordinate additional volunteers from 6th & 7th grade parents.	40

Villaflor, Cheryl	GRADUATION HELPER 1	Works under the direction of Graduation Coordinator for the execution of graduation dinner, including preparation, set up, and tear down.	10
Barsotti, Kathy	GRADUATION HELPER 2		10
Milton, Lori	GRADUATION HELPER 3		10
Dones, Benilda	HEALTH CHAIR	Position requests RN. Individual should be knowledgeable of the required immunizations for entire student body. Individual coordinates with the administration office to keep accurate student immunization records and reports, as required by the State Health Department. Must schedule and organize the following health screenings: audio, visual, and scoliosis.	40
Rovai, Shelby	HEALTH COORDINATOR	Position requests RN. Assists the Health Chair to fulfill all duties as described for Chair position. Responsible for helpers and coordination under the direction of the Health Chair.	30
Ngotho, Regina	HEALTH HELPER 1	Works under the direction of the Chair and Co-Chair for the execution of each mandatory health screening. Must be available to work during school hours for screenings.	20
Arambula, Megan	HEALTH HELPER 2		20
Gamette, Rochelle	USED UNIFORM & LOST & FOUND CHAIR	Organizes the Used Uniform Sale prior to beginning of school year and any other additional Used Uniform Sales scheduled by PC. Works with Dennis Uniforms for pricing & inventory. Responsible for any coordination and direction from Office and PC for any changes with uniform requests and efforts to partner with Dennis Uniforms. Also responsible for Lost & Found closet including weekly organization, monthly organization. Also must write updates for Newsletter & Messenger that items will be donated at the end of the month to charity. Responsible for any laundering needed for used uniform resale.	40
Gutierrez, Angeli	USED UNIFORM HELPER 1	Assists used uniform chairperson on day of used uniform sale	10
Honeycutt, Christine	USED UNIFORM HELPER 2		10
Pentrack, Maria & David	YEARBOOK CHAIRPERSON	PRINCIPAL APPOINTED POSITION: Works with school staff member to create and organize the annual yearbook. Creates portrait pages for Grades TK-8th. Scans pictures to database, uploads images, and prepares all that is necessary for the yearbook to go to publisher.	40
	LIBRARY HELPERS	Reports to and takes directives from Library Support Staff. Works specified hours per week for assigned class. (Times and/or days listed by class may change depending on need of the teachers and curriculum.) The weeks students do not visit the library, helpers are still needed to inventory, cover books, etc., as directed by Library Support Staff. During the Book Fair weeks, the library helpers will assist during their volunteer dates / times.	
	LIBRARY HELPER KINDERGARTEN	TUESDAY 1:50-2:50	20
Friel, Orfilia	LIBRARY HELPER 1ST GRADE	WEDNESDAY 1:50 - 2:50	20
Chavez, Laura	LIBRARY HELPER 2ND GRADE	THURSDAY 1:05-2:05	20
Dizon, Mary Anne	LIBRARY HELPER 3RD GRADE	WEDNESDAY 1:05-2:05	
Murlot, Tracy	LIBRARY HELPER 4TH GRADE	THURSDAY 1:50 - 2:50	20
Dimen, Maria	LIBRARY HELPER 5TH/6TH GRADE	TUESDAY 1:05- 2:05	20
	LIBRARY HELPER 5TH - 8th GRADE	MONDAY 12:15 - 1:15 LUNCH STUDY HALL	20
Dimen, Maria	LIBRARY HELPER 5TH - 8th GRADE	TUESDAY 12:15- 1:15 LUNCH STUDY HALL	20
Dizon, Mary Anne	LIBRARY HELPER 5TH - 8TH GRADE	WEDNESDAY 12:15 - 1:15 LUNCH STUDY HALL	20
Chavez, Laura	LIBRARY HELPER 5TH - 8TH GRADE	THURSDAY 12:15 - 1:15 LUNCH STUDY HALL	20
Lindroos, Theresa	SCHOOL SUPPLY PACK COORDINATOR	Responsible for student supply list as directed by teachers and office. Acquires bids and quotes from school supply vendors. Places school supply list order, coordinates delivery, organizes packs, and distribution (prior to the 1st day of school).	30
Reding, Kerri	SCHOOL SUPPLY PACK COORDINATOR IN-TRAINING	Only for SY 2016-17	30
	SPECIAL FACILITIES COORDINATOR	Works directly with the administration on special facility projects as needed throughout the entire school year.	30

NAME	SATURDAY WORK DAY	DESCRIPTION	POINTS
Nuno, Joseph	SATURDAY WORK DAY CHAIR	Oversees Saturday Workday Projects, special school needs, and coordinates all the pre-materials, equipment needed prior to Saturday Workday. Organizes Saturday Workday helpers to accomplish tasks as outlined by office and administration.	40
Horta, Desteny	SATURDAY WORKDAY HELPER 1	Reports to Saturday Workday Chair. Works to keep school clean, helps with special tasks for maintenance. Saturday's from 8:30 AM - until approximately 12:30PM (or until projects are completed) for one (1) specified Saturday per month for the following months: Aug. Sept., Oct., Nov., Dec., Jan., Feb., Mar., Apr., May and as needed for special projects or PC events. One (1) team member will be responsible for laundry for one (1) month per school calendar year.	20
Villafior, Gabe	SATURDAY WORKDAY HELPER 2		20
Hernandez, Jose	SATURDAY WORKDAY HELPER 3		20
Saldana, Silvia	SATURDAY WORKDAY HELPER 4		20
Gonzales, Gary	SATURDAY WORKDAY HELPER 5		20
Hernandez, Henry	SATURDAY WORKDAY HELPER 6		20
Hernandez, Bencel	SATURDAY WORKDAY HELPER 7		20
Ocon, Tyrone	SATURDAY WORKDAY HELPER 8		20
Ocon, Richelle	SATURDAY WORKDAY HELPER 9		20
Dougherty, Jessica	SATURDAY WORKDAY HELPER 10		20

NAME	ROOM PARENT	DESCRIPTION	POINTS
	TK-TEACHER LIAISON AND LOGISTICS	Works with Parent Club Room Parent Coordinator and teacher to facilitate class communication and activities. Welcomes new families to St. Rose through the adopt a family program. Participates in the Coffee Cafe (first day of school), buys teacher gifts, coordinates activities during Catholic Schools Week (teacher appreciation), must attend mandatory meeting at beginning of school year, organize a Teacher Lunch. Liaison room parents will work with teachers to coordinate the classroom festivities, projects and communication efforts for the families in the class. Also works with teacher in organizing parental involvement in the classroom, field trips and special activities.	30
D'Auria, Krista	KINDERGARTEN-TEACHER LIAISON AND LOGISTICS	Works with Parent Club Room Parent Coordinator and teacher to facilitate class communication and activities. Welcomes new families to St. Rose through the adopt a family program. Participates in the Coffee Cafe (first day of school), buys teacher gifts, coordinates activities during Catholic Schools Week (teacher appreciation), must attend mandatory meeting at beginning of school year, organize a Teacher Lunch. Liaison room parents will work with teachers to coordinate the classroom festivities, projects and communication efforts for the families in the class. Also works with teacher in organizing parental involvement in the classroom, field trips and special activities.	30
	KINDERGARTEN-PARTIES AND SOCIAL PLANNER	Plan and organize all classroom parties, must attend all parties. (organize Sign Up Genius or another sign up method, shopping, work with teacher on activities, food, etc for party). Participates in Coffee Cafe (first day of school). Schedule and plan 2 class socials throughout the year and as needed.	30
Mehalakis, Marilena	FIRST GRADE-TEACHER LIAISON AND LOGISTICS	Works with Parent Club Room Parent Coordinator and teacher to facilitate class communication and activities. Welcomes new families to St. Rose through the adopt a family program. Participates in the Coffee Cafe (first day of school), buys teacher gifts, coordinates activities during Catholic Schools Week (teacher appreciation), must attend mandatory meeting at beginning of school year, organize a Teacher Lunch. Liaison room parents will work with teachers to coordinate the classroom festivities, projects and communication efforts for the families in the class. Also works with teacher in organizing parental involvement in the classroom, field trips and special activities.	30
	FIRST GRADE-PARTIES AND SOCIAL PLANNER	Plan and organize all classroom parties, must attend all parties. (organize Sign Up Genius or another sign up method, shopping, work with teacher on activities, food, etc for party). Participates in Coffee Cafe (first day of school). Schedule and plan 2 class socials throughout the year and as needed.	30
	SECOND GRADE-TEACHER LIAISON AND LOGISTICS	Works with Parent Club Room Parent Coordinator and teacher to facilitate class communication and activities. Welcomes new families to St. Rose through the adopt a family program. Participates in the Coffee Cafe (first day of school), buys teacher gifts, coordinates activities during Catholic Schools Week (teacher appreciation), must attend mandatory meeting at beginning of school year, organize a Teacher Lunch. Liaison room parents will work with teachers to coordinate the classroom festivities, projects and communication efforts for the families in the class. Also works with teacher in organizing parental involvement in the classroom, field trips and special activities.	30
McBee, Frances	SECOND GRADE-PARTIES AND SOCIAL PLANNERS	Plan and organize all classroom parties, must attend all parties. (organize Sign Up Genius or another sign up method, shopping, work with teacher on activities, food, etc for party). Participates in Coffee Cafe (first day of school). Schedule and plan 2 class socials throughout the year and as needed.	30
Dickey, Kathy	THIRD GRADE-TEACHER LIAISON AND LOGISTICS	Works with Parent Club Room Parent Coordinator and teacher to facilitate class communication and activities. Welcomes new families to St. Rose through the adopt a family program. Participates in the Coffee Cafe (first day of school), buys teacher gifts, coordinates activities during Catholic Schools Week (teacher appreciation), must attend mandatory meeting at beginning of school year, organize a Teacher Lunch. Liaison room parents will work with teachers to coordinate the classroom festivities, projects and communication efforts for the families in the class. Also works with teacher in organizing parental involvement in the classroom, field trips and special activities.	30
Reding, Kerri	THIRD GRADE-PARTIES AND SOCIAL PLANNER	Plan and organize all classroom parties, must attend all parties. (organize Sign Up Genius or another sign up method, shopping, work with teacher on activities, food, etc for party). Participates in Coffee Cafe (first day of school). Schedule and plan 2 class socials throughout the year and as needed.	30
Hash, Geoff	FOURTH GRADE-TEACHER LIAISON AND LOGISTICS	Works with Parent Club Room Parent Coordinator and teacher to facilitate class communication and activities. Welcomes new families to St. Rose through the adopt a family program. Participates in the Coffee Cafe (first day of school), buys teacher gifts, coordinates activities during Catholic Schools Week (teacher appreciation), must attend mandatory meeting at beginning of school year, organize a Teacher Lunch. Liaison room parents will work with teachers to coordinate the classroom festivities, projects and communication efforts for the families in the class. Also works with teacher in organizing parental involvement in the classroom, field trips and special activities.	30
Banducci, Francesc	FOURTH GRADE-PARTIES AND SOCIAL PLANNERS	Plan and organize all classroom parties, must attend all parties. (organize Sign Up Genius or another sign up method, shopping, work with teacher on activities, food, etc for party). Participates in Coffee Cafe (first day of school). Schedule and plan 2 class socials throughout the year and as needed.	30
	FIFTH GRADE-TEACHER LIAISON AND LOGISTICS	Works with Parent Club Room Parent Coordinator and teacher to facilitate class communication and activities. Welcomes new families to St. Rose through the adopt a family program. Participates in the Coffee Cafe (first day of school), buys teacher gifts, coordinates activities during Catholic Schools Week (teacher appreciation), must attend mandatory meeting at beginning of school year, organize a Teacher Lunch. Liaison room parents will work with teachers to coordinate the classroom festivities, projects and communication efforts for the families in the class. Also works with teacher in organizing parental involvement in the classroom, field trips and special activities.	30
Zucker, Nicki	FIFTH GRADE-PARTIES AND SOCIAL PLANNERS	Plan and organize all classroom parties, must attend all parties. (organize Sign Up Genius or another sign up method, shopping, work with teacher on activities, food, etc for party). Participates in Coffee Cafe (first day of school). Schedule and plan 2 class socials throughout the year and as needed.	30
Hawks, Leanna	SIXTH GRADE-TEACHER LIAISON AND LOGISTICS	Works with Parent Club Room Parent Coordinator and teacher to facilitate class communication and activities. Welcomes new families to St. Rose through the adopt a family program. Participates in the Coffee Cafe (first day of school), buys teacher gifts, coordinates activities during Catholic Schools Week (teacher appreciation), must attend mandatory meeting at beginning of school year, organize a Teacher Lunch. Liaison room parents will work with teachers to coordinate the classroom festivities, projects and communication efforts for the families in the class. Also works with teacher in organizing parental involvement in the classroom, field trips and special activities. 6th and 7th Grade Room Parents will also work the 8th Grade Graduation Dinner and assist Grad Committee Coordinator to secure volunteers for set up, serving and clean up.	30

Dutro, Antoinette	SIXTH GRADE-PARTIES AND SOCIAL PLANNERS	Plan and organize all classroom parties, must attend all parties. (organize Sign Up Genius, shopping, work with teacher on activities, food, etc for party). Participates in Coffee Cafe (first day of school). Schedule and plan 2 class socials throughout the year and as needed. 6th and 7th Grade Room Parents will also work the 8th Grade Graduation Dinner and assist Grad Committee Coordinator to secure volunteers for set up, serving and clean up.	30
Brunello, Jenna	SEVENTH GRADE-TEACHER LIAISON AND LOGISTICS	Works with Parent Club Room Parent Coordinator and teacher to facilitate class communication and activities. Welcomes new families to St. Rose through the adopt a family program. Participates in the Coffee Cafe (first day of school), buys teacher gifts, coordinates activities during Catholic Schools Week (teacher appreciation), must attend mandatory meeting at beginning of school year, organize a Teacher Lunch. Liaison room parents will work with teachers to coordinate the classroom festivities, projects and communication efforts for the families in the class. Also works with teacher in organizing parental involvement in the classroom, field trips and special activities. 6th and 7th Grade Room Parents will also work the 8th Grade Graduation Dinner and assist Grad Committee Coordinator to secure volunteers for set up, serving and clean up.	30
Fontes-Hyde, Kelly	SEVENTH GRADE-PARTIES AND SOCIAL PLANNERS	Plan and organize all classroom parties, must attend all parties. (organize Sign Up Genius, shopping, work with teacher on activities, food, etc for party). Participates in Coffee Cafe (first day of school). Schedule and plan 2 class socials throughout the year and as needed. 6th and 7th Grade Room Parents will also work the 8th Grade Graduation Dinner and assist Grad Committee Coordinator to secure volunteers for set up, serving and clean up.	30
Toca, Angelica	EIGHTH GRADE-TEACHER LIAISON AND LOGISTICS	Works with Parent Club Room Parent Coordinator and teacher to facilitate class communication and activities. Welcomes new families to St. Rose through the adopt a family program. Participates in the Coffee Cafe (first day of school), buys teacher gifts, coordinates activities during Catholic Schools Week (teacher appreciation), must attend mandatory meeting at beginning of school year, organize a Teacher Lunch. Liaison room parents will work with teachers to coordinate the classroom festivities, projects and communication efforts for the families in the class. Also works with teacher in organizing parental involvement in the classroom, field trips and special activities.	30
Lindroos, Theresa	EIGHTH GRADE-PARTIES AND SOCIAL PLANNERS	Plan and organize all classroom parties, must attend all parties. (organize Sign Up Genius or another sign up method, shopping, work with teacher on activities, food, etc for party). Participates in Coffee Cafe (first day of school). Schedule and plan 2 class socials throughout the year and as needed.	30
Witte, Michele	EIGHTH GRADE-PARTIES AND SOCIAL PLANNERS	Plan and organize all classroom parties, must attend all parties. (organize Sign Up Genius or another sign up method, shopping, work with teacher on activities, food, etc for party). Participates in Coffee Cafe (first day of school). Schedule and plan 2 class socials throughout the year and as needed.	30
	ART/MUSIC/P.E./SCIENCE	Works with Parent Club Room Parent Coordinator. Participates in the St. Rose Adopt-a-family program, Coffee Cafe (first day of school), teacher gifts, and coordinates activities during Catholic Schools Week. Room Parents work with teachers to coordinate the class room festivities, projects, and communication efforts for the class families and students. Also works with teacher in organizing parental involvement in the classroom, field trips and special activities.	30
Brunello, Jenna	Special Teachers Room Parent		30

NAME	THE GREAT GATHERING	DESCRIPTION	POINTS
	Saturday, October 21, 2017	Meetings for Chairs and Coordinators will be held on monthly basis May through October with additional meetings throughout the year, as needed. Additional Chair & Coordinator meetings required (immediately prior to the event and as needed). Great Gathering (Festival) Helpers will have an informational meeting only (temporarily scheduled for early May), which is MANDATORY. Other Coordinators will advise of meetings needed for position. Must attend event! LOCATION: St. Rose School Gully Park EVENT DATE: Saturday, October 28, 2017	
Viley, Jen	GREAT GATHERING CHAIR (HARVEST FESTIVAL)	Responsible for planning, coordinating, and overseeing the development of the entire fundraiser event. Works with PC to establish detailed budget and plan to achieve budget goal. Shall report to the PC at regularly scheduled meetings on the progress of the event. Shall make recommendations to the PC for any future enhancements or revisions needed for future years and meet for Post Event meeting. Shall prepare final report and full event binder to be returned to school office at the conclusion. Responsible to oversee solicitation of donations for food and other required equipment, rentals, etc. Works with PC Fundraising Chair for budget from PC. Works with PC Marketing Chair for publicity including promotion in churches' bulletin. Will work with Event Marketing Coordinator for creating signage. Secures necessary vendors (3 bid process) for event. Responsible for finalizing any required permits needed and securing all necessary vendors, coordinating rental equipment needed (tables, chairs, etc.) Coordinates with event Chairs for theme and design for event. Works with Chairs to coordinate all set up and logistics. Communicates with neighbors prior to the event to ensure the community is aware of the event. Responsible for inventory of rental equipment at delivery and at conclusion of event. Coordinate Pre-ticket Sales Helpers scheduling prior to event. 2 year commitment	40
Rector, Jen	GREAT GATHERING CHAIR (AUCTION)	Responsible for planning, coordinating, and overseeing the development of the entire fundraiser event. Works with PC to establish detailed budget and business plan to achieve budget goal. Shall report to the PC at regularly scheduled meetings on the progress of the event. Shall make recommendations to the PC for any future enhancements or revisions needed for future years and meet for Post Event meeting. Shall prepare final report and full event binder to be returned to school office at the conclusion of the event. Coordinates with event Coordinators for theme and design for event. Responsible to oversee solicitation of donations for auction items, sponsorships, food and other required equipment, rentals, etc Works with PC Marketing for publicity and signage for event including promotion in churches bulletins, announcements, fliers for school as well as necessary signage for church and other media opportunities. Secures necessary vendors (3 bid process) for event. Responsible for finalizing all permits needed and securing all necessary vendors, coordinating rental equipment needed (tables, chairs, etc.) Works with Chairs to coordinate all set up and logistics. Works with Set up-Decorations Chair and is responsible for finalizing all permits needed and securing all necessary vendors, coordinating rental equipment needed (tables, chairs, etc.). Secures necessary vendors (3 bid process) for event. Responsible for Inventory of rental equipment at delivery and at conclusion of event. 2 year commitment	40
Barsotti, Kathy	GREAT GATHERING LOGISTICS CHAIR *** KEY ROLE	Responsible for The Great Gathering Set up and Clean up for both the Festival and the Auction. Responsible for drawing floor plan, finalizing all permits needed, coordinating rental equipment needed (tables, chairs, etc.) Responsible for inventory of rental equipment at delivery and at conclusion of event. Coordinates with event chairs for theme and design for event. Works within set budget by Chair. Coordinates all set up and logistics. Coordinates Set Up Helpers for day of event. Responsible for set up coordination and clean up coordination for event. Makes sure that class projects and event "gatherings" are set up and displayed with help of Set up team and decorations coordinator.	35
Harvey, Allison	GREAT GATHERING DECORATIONS COORDINATOR	Responsible for working directly with the logistics chair regarding all decorations, set up and layout. Coordinates with event chairs for theme and design and necessary rental equipment needed, as well as table settings and linens. Works within set budget by Chair and solicits donations for décor. Works with team to create and assemble décor prior to the event including centerpieces which will be sold at the event. Works with SET-UP coordinator on seating layout and the lay out of the class projects and event "gatherings" alongside Logistics Chair. Will be working the day before and set up the day of event.	35
Arambula, Javier	GREAT GATHERING SET UP COORDINATOR	Oversee the team and the set up of the booths, displays, festival and auction plan and layouts, as directed by the Decorations Coordinator & Logistics Chair. Works in conjunction with the logistics chair. Will be working the day before festival and the morning of to get set up.	30
Kahwaji, Rasha	GG SET UP HELPER 1	Assists where needed and is assigned by Logistic Chair & Set-up Coordinator. Available the day of the event for set up, decoration, and execution of event. 12pm-4pm	10
Rovai, Kevin	GG SET UP HELPER 2	12PM-4PM	10
Horta, Desteny	GG SET UP HELPER 3	12PM-4PM	10
Rogers, Robert	GG SET UP HELPER 4	12PM-4PM	10
Holcomb, Ryan	GG SET UP HELPER 5	12PM-4PM	10
	GG SET UP HELPER 6	12PM-4PM	10
Patrick, Maria	GG SET UP HELPER 7	12PM-4PM	10
Brown, Kris	GG SET UP HELPER 8	12PM-4PM	10
Brown, Steve	GG SET UP HELPER 9	12PM-4PM	10
Clerie-Alejandro, Elisabeth	GG SET UP HELPER 10	12PM-4PM	10
Baltazar, Matthew	GREAT GATHERING CLEAN UP COORDINATOR	Coordinates clean up before, during, and after event; Works with volunteers to coordinate all tear down and clean up for event. Assist with equipment tear down, removal, tables, tents. Maintain garbage and cleanliness for restrooms during event.. Also assists with parking coordination for Event Sponsors (see Event Chairs).	30
Eckstrom, Jennifer	GG CLEAN UP HELPER 1	Under the supervision Clean Up Coordinator. Responsible for clean up before, during and after event. Must attend event and assist with execution and tear down of event. 7pm-9pm	10
Rogers, Robert	GG CLEAN UP HELPER 2	7pm-9pm	10
Virk, Kamal	GG CLEAN UP HELPER 3	7pm-9pm	10
Gonzalez Henderson, F	GG CLEAN UP HELPER 4	7pm-9pm	10
	GG CLEAN UP HELPER 5	7pm-9pm	10
Wieser, Matt	GG CLEAN UP HELPER 6	7pm-9pm	10
Wieser, Donielle	GG CLEAN UP HELPER 7	7pm-9pm	10
	GG CLEAN UP HELPER 8	7pm-9pm	10

	GG CLEAN UP HELPER 9	7pm-9pm	10
	GREAT GATHERING MARKETING COORDINATOR	Responsible for all marketing of event, including promotion of entire Event. Responsible for signage, banners for all booths. Works with PC Marketing Coordinator to market event to St. Rose School, Parish, Alumni and other surrounding parishes and local community. Works closely with all Chairs. Works with school (tech) to post images of class projects and Gathering items. Must attend meetings and event.	30
Fuchs, Jay	GREAT GATHERING SIGNAGE COORDINATOR	Works closely with all event solicitation and marketing, and class game coordinator to create and put up the signage for all Great Gathering events, games, ticketing, food, etc. Makes sure things are clearly marked so patrons can easily see where various locations are the the GG.	30
Henrichs, Amber	GREAT GATHERING PRIZE BOOTH COORDINATOR	Orders prizes needed for the prize booth. Must attend meetings & entire event. Works with Chairs to coordinate all set up & logistics. Assists with event set up on day prior to event & day of event. Oversees the Prize Booth Helpers. Makes all contact with the Helper Team & tracks their points when they work.	30
Aguero, Ed	PRIZE BOOTH 1st Shift HELPER 1	Assists with prize redemption booth day of GG (Festival), as directed by Prize Booth Coordinator. 1st Shift helper also assists with set up and 2nd shift also helps with clean-up of the booth. Must attend mandatory helper meeting week prior to event. 1st Shift 3:30 - 7:00pm & 2nd Shift 6:30 - 10:00pm	10
Oberman, Louie	PRIZE BOOTH 1st Shift HELPER 2	1st Shift 3:30 - 6:00pm HELPER 2	10
Oberman, Gary	PRIZE BOOTH 1st Shift HELPER 3	1st Shift 3:30 - 6:00pm HELPER 3	10
O'Reilly, Laura	PRIZE BOOTH 2nd Shift HELPER 1	2nd Shift 6:00- 8:30pmHELPER 1	10
Holcomb, Colleen	PRIZE BOOTH 2nd Shift HELPER 2	2nd Shift 6:00- 8:30pmHELPER 2	10
McAuliffe, Debbie	PRIZE BOOTH 2nd Shift HELPER 3	2nd Shift 6:00- 8:30pmHELPER 3	10
Esparza, Sarah	PRIZE BOOTH 2ND Shift HELPER 4	2nd Shift 6:00- 8:30pmHELPER 4	10
Hernandez, Cherri	GREAT GATHERING SOLICITATION & SPONSORSHIP COORDINATOR	Oversees all activities as it pertains to the solicitation and sponsorship of GG event "Gatherings" as well as Event Sponsors (local businesses). List of past donors provided and solicitation of new donors encouraged. Works closely with all Chairs. Responsible for tracking donations and thank you letters. Works closely with Marketing and Signaged Coordinators. ITEMS TO BE SOLICITED: Wine for wine wall and Events for "Gatherings." Events include St. Rose School "Teacher Gatherings."	40
Chester, Lisa	GG SOLICITATION HELPER 1	Work with Solicitation Coordinator to develop Event "Gatherings" ideas. Network with school families and parish community to build unique "Gatherings and Outings" for individuals and families to enjoy. Work with "Gathering/Outing" Donors to develop an engaging description of the "Gathering/Outing." Team-up or work on your own...Solicitation Helpers are responsible for at least 3 "Gatherings/Outings" Follow-up with all Donors is imperative. Any pick up/drop off arrangements is the responsibility of the Solicitation Helper(s). Use your imagination and have fun with this!! ITEMS TO BE SOLICITED: Wine for wine wall, Events for "Gatherings."	20
	GG SOLICITATION HELPER 2		20
Gonzalez Henderson, F	GREAT GATHERING TICKET SALES COORDINATOR	Assist GG Chair (Festival) and Marketing Coordinator with development and distribution of tickets and ticket order form to families and parish(es); stuffing and mailing of envelopes; Responsible for processing ticket sales and tracking prior to GG Event. Work with school office to pick-up and process all ticket sales/monies. Will work with Chair to set up ticket sales the day of the event. Manages all aspects of ticket sales. Coordinates and oversees all Ticket Seller Helpers. Works the full day of the GG (Festival) Event. TICKET SALES INCLUDE: GG (Festival) Tickets/Wrist Bands, Food and Drink Tickets, Credit Card sales, Golden Tickets, and Wine Wall Tickets.	30
Murlot, Tracy	GREAT GATHERING TICKET SALES 1st Shift HELPER 1	Assist with ticket sales and ticket promotion prior to the GG, as directed by Ticket Sales Coordinator. Two shifts of 4 ppl each. TICKET SALES INCLUDE: GG (Festival) Tickets/Wrist Bands, Food and Drink Tickets, Credit Card sales, Golden Tickets, and Wine Wall Tickets. 1st Shift 3:30 - 7:00pm. 2nd Shift 6:30 - 10:00pm	10
Hernandez, Susan	GG TIX SALES 1st Shift HELPER 2	1st Shift 3:30 - 6:00pm	10
O'Reilly, Laura	GG TIX SALES 1st Shift HELPER 3	1st Shift 3:30 - 6:00pm	10
Fajardo, Marvalyn	GG TIX SALES 1st Shift HELPER 4	1st Shift 3:30 - 6:00pm	10
Janet Subilla	GG TIX SALES 1st Shift HELPER 5	1st Shift 3:30 - 6:00pm	10
Hernandez, Susan	GG TIX SALES 2nd Shift HELPER 1	2nd Shift 6:00 - 8:30pm - helps with counting money after tix sales conclude	10
Fajardo, Marvalyn	GG TIX SALES 2nd Shift HELPER 2	2nd Shift 6:00 - 8:30pm - helps with counting money after tix sales conclude	10
Dizon, Byron	GG TIX SALES 2nd Shift HELPER 3	2nd Shift 6:00 - 8:30pm - helps with counting money after tix sales conclude	10
Subilla, Janet	GG TIX SALES 2nd Shift HELPER 4	2nd Shift 6:00 - 8:30pm - helps with counting money after tix sales conclude	10
Kahwaji, Rasha	GREAT GATHERING BUNDLING/WRAPPING COORDINATOR	Works directly with GG (Auction) Chair and select Coordinators to finalize all items donated and packaged as necessary. Three (3) weeks prior to GG Event all "Gatherings/Outings" are catalogued to go to print. The final list of packaged items must be completed and forwarded to the GG Marketing Coordinator for promotion and for the Auction Program/Catalogue. Provide the final list to: the Signage Coordinator to create item/package signage; to the Redemption Coordinator for validation purposes for the night of the event; to the Solicitation Chair to send acknowledgments/thank you letters to the donors. Responsible to contact bundling/wrapping helpers to assist in preparing all "Gathering/Outing displays 14 days prior to GG Event.	30
Martinez, Heidi	GREAT GATHERING BUNDLING/WRAPPING HELPER 1	Reports to and follows directives given by Bundling/Wrapping Coordinator. Assists bundling and wrapping all items donated to the GG (Auction). This volunteer position requires this task to be completed 3 weeks prior to the event.	20
O'Reilly, Laura	GG BUNDLING/WRAPPING HELPER 2		20
Seymour, Cheryl	GREAT GATHERING CLASS GAME CREATOR COORDINATOR	Coordinates & creates games for each class. Works with Logistics for diagram and booth placement. Works with Signage Coordinator for all signage and booth signs needs. Works with Prize Coordinator and Chair (Festival) for each booth's prizes and quantity of recommendation. Works with AM/PM Shift helpers to get additional helpers to run the booth through the classes.	30
Renzo, Clayton	GG CLASS GAME ROAMER SHIFT 1 HELPER 1	Individual will oversee three class games and assist the 8th graders with any needs their booth may have. 1st Shift 3:00 - 6:00pm. 2nd Shift 6:00 - 9:00pm	10
Rice, Stephen	GG CLASS GAME ROAMER SHIFT 1 HELPER 2	1st Shift 3:00 - 6:00pm	10
	GG CLASS GAME ROAMER SHIFT 1 HELPER 3	1st Shift 3:00 - 6:00pm	10
Waldrop, Alex	GG CLASS GAME ROAMER SHIFT 1 HELPER 4	1st Shift 3:00 - 6:00pm	10

Rice, Stephen	GG CLASS GAME ROAMER SHIFT 2 HELPER 1	2nd Shift 6:00 - 9:00pm	10
Waldrop, Ryan	GG CLASS GAME ROAMER SHIFT 2 HELPER 2	2nd Shift 6:00 - 9:00pm	10
Virk, Kamal	GG CLASS GAME ROAMER SHIFT 2 HELPER 3	2nd Shift 6:00 - 9:00pm	10
	GG Floor Roamer 1	Role is 4 hours from 4-8. This person is a runner, helping out here needed. Reports to the Game Booth Coordinator.	10
	GG Floor Roamer 2	Role is 4 hours from 4-8. This person is a runner, helping out here needed. Reports to the Game Booth Coordinator.	10
	GG Floor Roamer 3	Role is 4 hours from 4-8. This person is a runner, helping out here needed. Reports to the Game Booth Coordinator.	10
Chester, Lisa	GREAT GATHERING WINE WALL COORDINATOR	Works directly with all associated Chairs and Coordinators on THE WINE WALL. Responsible for solicitation, labeling, packaging, and presentation of Wines for THE WINE WALL (work with Bundling/ Wrapping Coordinator). Responsible for creating final list of Wines (hidden in packaging). Responsible for ticket design, promotion of THE WINE WALL. Coordinator and Works the evening of the event coordinating EVENT helpers. Tag items and transfer to redemption.	30
Leahy, Susan	THE WINE WALL HELPER 1	The Wine Wall Helpers report to the Wine Wall Coordinator. 'Mans'/monitors Event "Gatherings" and THE WINE WALL; closes out the paperwork for winning "Gatherings" and process paperwork for Redemption. Works the entire event and assists with redemption until close of evening. Hours 4-9:30PM	15
Leahy, Kevin	THE WINE WALL HELPER 2		15
Brown, Steve	GREAT GATHERING FOOD & BEVERAGE COORDINATOR	Responsible for coordination and execution of all Food & Beverage Concessions. Works with PC to establish detailed budget and plan to achieve budget goal. Responsible for solicitation of donations for food & beverage for event. Work with Logistics Chair; responsible for finalizing all permits needed, including liquor license, and securing all necessary vendors, coordinating rental equipment (tables, chairs, EZ ups, coolers, other equipment, etc.) Responsible for inventory of rental equipment at delivery and at event conclusion. Coordinates with Event and Logistics Chairs for theme and design for event and selection of food items for sale. Works with Chairs to coordinates all set up. F&B Coordinator must be present for the full day of the Event.	30
Simon, Likaa	FOOD & BEV SHIFT 1 HELPER 1	3:30 - 7PM - help with set up of area	10
Susbilla, Janet	FOOD & BEV SHIFT 1 HELPER 2	3:30 - 7PM - help with set up of area	10
Hersey, Andrea	FOOD & BEV SHIFT 1 HELPER 3	3:30 - 7PM - help with set up of area	10
Hersey, Chris	FOOD & BEV SHIFT 1 HELPER 4	3:30 - 7PM - help with set up of area	10
Kwasigroch, Nicole	FOOD & BEV SHIFT 1 HELPER 5	3:30 - 7PM - help with set up of area	10
Eckstrom, Jennifer	FOOD & BEV SHIFT 2 HELPER 1	6:30 - 10PM - help with clean up of area	10
Hernandez, Rosa	FOOD & BEV SHIFT 2 HELPER 2	6:30 - 10PM - help with clean up of area	10
Hernandez, Jorge	FOOD & BEV SHIFT 2 HELPER 3	6:30 - 10PM - help with clean up of area	10
	FOOD & BEV SHIFT 2 HELPER 4	6:30 - 10PM - help with clean up of area	10
	FOOD & BEV SHIFT 2 HELPER 5	6:30 - 10PM - help with clean up of area	10
Viley, Doug	BAR COORDINATOR	Works with the Bar Chair to set up, break down, and manager the bar the night of the event. Helps with logistics of ahchol and other bar items the day beofre and returning kegs, etc. the following day. Works full day of event and as needed day before and day after. Oversees and Bev helpers that are working the bar.	20
Krause, Annie	AUCTION REGISTRATION AND REDEMPTION COORDINATOR	Creates all forms, bidding numbers and processes for Auction Sign up and Registration, prior to the event. Keeps track of all auction pre-registration names and credit card numbers. Day of the event, mans the Auction Registration table, accepting credit cards, handing out bid numbers, and answering Auction Registration questions. Works with redemption runners to get registration forms over to auction check out prior to auction sections closing. Event day shift is 3:00 - 9:00PM. Coordinates all money and receipts on the night of the event with Parent Club Treasurer. Oversees Redemption Helpers and all redemption at conclusion of Wine Wall, Auction, Closed "Gatherings." Assists with registration for obtaining credit cards from bidders as guests arrive to auction. Will be stationed, whilt the Helpers at the entrance to the Gatherings Garden. All event participation required. This role requires follow up to days and week following the event to make sure that all money is collected and the auction items are delivered to the correct winning bidder.	30
	GG AUCTION HELPER 1	Works the Auction flow, answering questions, helping bidders, keeping an eye on bid sheets, etc. 3:30 - 8:30PM	15
Bass, Sheila	GG AUCTION HELPER 2	Works the Auction flow, answering questions, helping bidders, keeping an eye on bid sheets, etc. 3:30 - 8:30PM	15
Dizon, Tiziana	GG (AUCTION AND EVENT) REDEMPTION HELPER 1	Assists registration, auction redemption set up, and redemption at end of event. Must work the entire event. 3:30 PM - 9:00 PM	15
Witte, Michele	GG (AUCTION AND EVENT) REDEMPTION HELPER 2	Assists registration, auction redemption set up, and redemption at end of event. Must work the entire event. 3:30 PM - 9:00 PM	15
	GG (AUCTION AND EVENT) REDEMPTION HELPER 3	Assists registration, auction redemption set up, and redemption at end of event. Must work the entire event. 3:30 PM - 9:00 PM	15
	GG (AUCTION AND EVENT) REDEMPTION HELPER 4	Assists registration, auction redemption set up, and redemption at end of event. Must work the entire event. 3:30 PM - 9:00 PM	15
	GG (AUCTION AND EVENT) REDEMPTION HELPER 5	Assists registration, auction redemption set up, and redemption at end of event. Must work the entire event. 3:30 PM - 9:00 PM	15
Baltazar, Eva	GREAT GATHERING CLASSROOM PROJECTS COORDINATOR	Works with the individual class parents to organize and create the class projects for the Great Gathering. Help direct ideas, keeps to timelines and finishes projects 3 weeks prior to the Great Gathering. Provides a list of the projects to the Marketing Coordinators, Event Chairs, Logistics Chair, and Set-up. Makes sure that the projects are displayed in the school office prior to the event.	30
Baltazar, Eva	GG CLASSROOM PROJECT TK	Works with the Project Chair and classroom teacher to create the project for the GG (Auction)portion of the Great Gathering. Project must incorporate some aspect of the individual children in each class.	15
	GG CLASSROOM PROJECT KINDER	Works with the Project Chair and classroom teacher to create the project for the GG (Auction)portion of the Great Gathering. Project must incorporate some aspect of the individual children in each class.	15
Renzo, Clayton	GG CLASSROOM PROJECT 1ST GR	Works with the Project Chair and classroom teacher to create the project for the GG (Auction)portion of the Great Gathering. Project must incorporate some aspect of the individual children in each class.	15
	GG CLASSROOM PROJECT 2ND GR	Works with the Project Chair and classroom teacher to create the project for the GG (Auction)portion of the Great Gathering. Project must incorporate some aspect of the individual children in each class.	15

Foucek, Kate	GG CLASSROOM PROJECT 3RD GR	Works with the Project Chair and classroom teacher to create the project for the GG (Auction)portion of the Great Gathering. Project must incorporate some aspect of the individual children in each class.	15
Baltazar, Eva	GG CLASSROOM PROJECT 4TH GR	Works with the Project Chair and classroom teacher to create the project for the GG (Auction)portion of the Great Gathering. Project must incorporate some aspect of the individual children in each class.	15
Mounkes, Christie	GG CLASSROOM PROJECT 5TH GR	Works with the Project Chair and classroom teacher to create the project for the GG (Auction)portion of the Great Gathering. Project must incorporate some aspect of the individual children in each class.	15
Clerie-Alejandro, Elisab	GG CLASSROOM PROJECT 6TH GR	Works with the Project Chair and classroom teacher to create the project for the GG (Auction)portion of the Great Gathering. Project must incorporate some aspect of the individual children in each class.	15
Dela Cruz, Michelle	GG CLASSROOM PROJECT 7TH GR	Works with the Project Chair and classroom teacher to create the project for the GG (Auction)portion of the Great Gathering. Project must incorporate some aspect of the individual children in each class.	15
Dela Cruz, Michelle	GG CLASSROOM PROJECT 8TH GR	Works with the Project Chair and classroom teacher to create the project for the GG (Auction)portion of the Great Gathering. Project must incorporate some aspect of the individual children in each class.	15

NAME	ST ROSE CRAB FEED SATURDAY, JANUARY 27, 2018	Meetings for Chairs and Coordinators will be held on monthly basis (September thru February) with additional meetings throughout the year. Additional Chair & Coordinator meetings required prior to the event and as needed. Event Helpers will have a mandatory meeting only the week prior to event. Raffle Helpers and Solicitation Helpers will have as needed meetings September thru January. LOCATION: ST ROSE SCHOOL DATE: Saturday, January 27, 2018	POINTS
Tremoureux, Adam	CRAB FEED CHAIR	Responsible for planning, coordinating, and overseeing the development of the entire fundraiser event. Works with PC to establish detailed budget and plan to achieve budget goal. Shall report to the PC at regularly scheduled meetings on the progress of the event. Shall make recommendations to the PC for any future enhancements or revisions needed for future years and meet for Post Event meeting. Shall prepare final report and full event binder to be returned to school office at the conclusion of the event. Responsible to oversee solicitation of donations for food: crab, bread, produce and other. Also works with Crab Feed Marketing/ Support Coord. and PC Marketing for publicity and signage for event including promotion in churches' bulletins, announcements, fliers for school. Responsible finalizing final approved placemats with sponsors, vendors, getting Corporate Sponsorship logos and update from Corporate Marketing and Solicitation team. Also responsible to oversee marketing for any publicity and necessary signage for school, church, and other media opportunities. Works with Set up-Decorations Chair and is responsible for finalizing all permits needed and securing all necessary vendors, coordinating rental equipment needed (tables, chairs, etc.). Secures necessary vendors (3 bid process) for event. Responsible for Inventory of rental equipment at delivery and at conclusion of event working with Clean up coordinator. Coordinates with event Coordinators for theme and design for event. Works with Chairs to coordinate all set up and logistics.	40
Tremoureux, Dona	CRAB FEED CO-CHAIR	Works with Chair to fulfill all duties as described for Chair position. Works with Chair providing meeting minutes, agendas, timelines. Updates job descriptions as modified by Chair for positions for future recommendations. Must attend all meetings, have good writing skills, computer knowledge, and email correspondence. 3 year commitment. Must attend Event.	35
	CRAB FEED PAST CHAIR	Supports Chair & Co Chair. Works with Chair to fulfill all duties as described for Chair position. Works with Chair and Co Chair providing experience and knowledge from previous years. Final year of 3 year commitment.	25
Fuchs, Jay	MARKETING & SUPPORT COORDINATOR	Responsible for all marketing of event, including invitations, tickets, flyers, programs, promotions, etc. Responsible for program development and writing. Markets event to St. Rose School, Parish, Alumni, and other surrounding parishes, local community, and other media. Works closely with other Event Chairs in support of all duties. Assists Raffle Ticket Coordinator for Raffle tickets. Must secure printer for tickets and all other printing needs, including placemats. MUST ATTEND MANDATORY ALL HANDS MEETINGS	40
Perena, Lynn	CRAB FEED PRIZE ITEM RAFFLE/SOLICITATION CHAIR	Responsible for planning, coordinating, and overseeing the development of the entire Raffle. Works with PC to establish detailed budget and plan to achieve budget goal. Shall make recommendations to the PC for any future enhancements or revisions needed for future years and meet for Post Event meeting. Works with Marketing Chair for marketing of event, tickets, promotions, etc. Responsible for program development and writing. Markets event to St. Rose School, Parish, and Alumni and other surrounding parishes and local community. Works closely with other Chair & Co Chair & Marketing to finalize solicitation letters and solicits local businesses for donated items and packages raffle items. Work with Mailing Coordinator to set-up and execute Bulk Mailing. Schedule helpers to collate and stuff envelopes, promote off-site sales and track sales. Must attend Event.	40
	CRAB FEED PRIZE ITEM RAFFLE/SOLICITATION CO-CHAIR	Works with current Raffle Chairperson on the planning, overseeing and development of the entire Raffle and marketing of the event. Three year commitment, will serve as Chair in 2nd year and Immediate Past Chair in 3rd year.	35
	CRAB FEED RAFFLE/ SOLICITATION PAST CHAIR	Supports Chair & Co Chair. Works with Chair to fulfill all duties as described for Chair position. Works with Chair and Co-Chair providing experience and knowledge from previous years.	20
Montecillo, Jay	CRAB FEED PRIZE ITEM RAFFLE/ SOLICITATION - 1	Works under the direction of the Crab Feed Raffle/Solicitations Team Chairs. Assists with solicitation of local vendors for donations. Responsible for obtaining a minimum of 8 raffle Items per helper. Assists with mailings & solicitation for raffle & raffle ticket sales during the crab feed event.	20
Montecillo, Grace	CRAB FEED PRIZE ITEM RAFFLE/ SOLICITATION - 2		20
Lamson, Jennifer	CRAB FEED PRIZE ITEM RAFFLE/ SOLICITATION - 3		20
Lamson, Jupree	CRAB FEED PRIZE ITEM RAFFLE/ SOLICITATION - 4		20
Vergara, Sarah	CRAB FEED PRIZE ITEM RAFFLE/SOLICITATION - 5		20
Vergara, Leonard	CRAB FEED PRIZE ITEM RAFFLE/SOLICITATION - 6		20
Cabardo, Jiji	CRAB FEED PRIZE ITEM RAFFLE/SOLICITATION -7		20
Cabardo, Jett	CRAB FEED PRIZE ITEM RAFFLE/SOLICITATION - 8		20
Hernandez, Rosa	CRAB FEED PRIZE ITEM RAFFLE/SOLICITATION - 9		20
	CRAB FEED PRIZE ITEM RAFFLE/SOLICITATION 10		20
	SPONSORSHIP / CASH RAFFLE TICKET CHAIR	1) Responsible for all aspects of development, promotion, distributing & mailing, sales & follow-through of CASH RAFFLE TICKET sales on & off site. Work with Cash Raffle Coordinator to promote sales, create sales incentives, and follow through on cash prizes and sales incentives. 2) Responsible for all CORPORATE BUSINESS SPONSORSHIPS. In collaboration with Sponsorship/Cash Raffle Team and Item Solicitation Team, secure 5-10 Event Sponsors. Work closely with Marketing & Support Coordinator in finalizing all promised sponsor rewards including sponsors' logos on approved dinner place mats. Must attend planning meetings with updates and mandatory "All Hands Meetings". Must be present on day of the event.	35
Sigua, John Paul	CASH RAFFLE TICKET SALES, MAILING, STUFFING, AND PROMOTIONS COORDINATOR	Works with Cash Raffle Chair to coordinate Cash raffle ticket distribution and mailing, stuffing, and delivery of bulk mail to the post office for St. Rose Parish mailing. Stays within budget provided by Raffle Chair and procures all necessary supplies needed for stuffing, to include envelopes etc. Organizes helpers for stuffing, mail prep, sales & distribution at school & churches, and follow-through as directed by Chair. Prepares Bulk Mailing for stuffing, securing labels from Parish and school office. Communicate printing due date for mailing. PROMOTIONS: Work closely with the Cash Raffle Chair to promote Cash Raffle Ticket sales among school families and parishioners. Create and follow through with sales incentives.	30
Zamora-Montes, Sonia	CASH RAFFLE SALES, MAILING, STUFFING, & PROMOTIONS HELPER 1	Reports to Sales/Mail/Stuff/Promotions Coordinator. Responsibilities include assembling mailers to St Rose families & parishioners, assist with promotions and ticket sales at school and at church.	15
Montes, Jesus	CASH RAFFLE SALES, MAILING, STUFFING, PROMOTIONS HELPER 2		15
Sigua, Nanette	CASH RAFFLE SALES MAILING, STUFFING, PROMOTIONS HELPER 3		15
Simeon, Nikole	RAFFLE WRAPPING COORDINATOR	Works with Raffle Chair to acquire, arrange and wrap baskets. Responsible for writing basket description & timely submitting same for print. Stays within budget provided by Raffle Chair & procures all necessary supplies needed for stuffing, etc. MUST ATTEND MANDATORY ALL HANDS MEETINGS	30
Zamora-Montes, Sonia	RAFFLE WRAPPING HELPER 1	Reports to Wrapping Coordinator	10

Newman, Lisa	RAFFLE WRAPPING HELPER 2		10
	CRAB FEED SET UP / DECORATIONS COORDINATOR	Works within set budget as outlined by Chair. Designs floor plan. Inventories current supplies, picks up/purchases necessary supplies for set-up. Coordinates with event chairs on necessary rentals for event. Responsible for decoration and set-up before event, to include set-up tables, chairs, tablecloths, place settings etc. Coordinates & organizes Crab Feed Set Up Helpers. Solicits for donations for table decor and table settings for event as needed. MUST ATTEND MANDATORY ALL HANDS MEETINGS	30
Dodds, Erik			
Hernandez, Susan	CRAB FEED SET UP HELPER 1	Reports to Set Up/Decorations Coordinator. Takes direction from the Set-up/Decorations Coordinator for preparations the night of the event. Must be available on Friday for all set up and Saturday, if needed.	10
Pepito, Jedy	CRAB FEED SET UP HELPER 2		10
Jensen, Roberta	CRAB FEED SET UP HELPER 3		10
Horta, Desteny	CRAB FEED SET UP HELPER 4		10
Waldrop, Ryan	CRAB FEED SET UP HELPER 5		10
Waldrop, Alex	CRAB FEED SET UP HELPER 6		10
Wyant, Katie	CRAB FEED SET UP HELPER 7		10
	CRAB FEED CLEAN UP COORDINATOR	Helps with set-up and preparations the day of the event. Arranges and coordinates clean-up before, during, and after event work with volunteers. Must attend day of event and evening of event until all tear down is complete. Must secure all rental equipment. Coordinate with Event Chair as to plan for return/pick up after the event. MUST ATTEND MANDATORY ALL HANDS MEETINGS	30
Gutierrez, Carla			
Ngotho, Regina	CRAB FEED CLEAN UP HELPER 1	Reports to Clean-Up Coordinator. Takes direction from the Clean-up Coordinator for preparations the night of the event. Must work after the conclusion of the event and be able to lift tables, etc. Cleans up entire event.	10
Dougherty, Jessica	CRAB FEED CLEAN UP HELPER 2		10
Rogers, Robert	CRAB FEED CLEAN UP HELPER 3		10
Virk, Kamal	CRAB FEED CLEAN UP HELPER 4		10
Deligero, Raymundo	CRAB FEED CLEAN UP HELPER 5		10
Gadot, Vicente	CRAB FEED CLEAN UP HELPER 6		10
Gadot, Maria	CRAB FEED CLEAN UP HELPER 7		10
Guanzon, Frederick	CRAB FEED CLEAN UP HELPER 8		10
	CRAB FEED OYSTER BAR COORDINATOR	Works with Team Chairs for Oyster Bar donations, for bar-b-queue rental, oysters, and items needed for the oyster bar prior to the event. Monitors oyster bar which is open 1 1/2 hours prior to dinner. Responsible for BBQ on night of event. Coordinates helpers for Oyster station, cooking & serving oysters. Must attend Crab Feed and assist with set up, event and tear down of station. MUST ATTEND MANDATORY ALL HANDS MEETINGS	30
Bass, John			
	CRAB FEED OYSTER / SERVER HELPER 1	Takes direction from the Oyster Bar Coordinator for preparations the night of the event. Must attend the event and be willing to set up Oyster station, prep & cook oysters, and/or help promote their sales, as well assist with the clean-up of the booth. Reports to Server Coordinator once oyster bar closes. Takes direction from the Server Coordinator for preparations the night of the event.	10
Gaffney, Irene			
Gaffney, Daniel	CRAB FEED OYSTER / SERVER HELPER 2		10
	CRAB FEED OYSTER / SERVER HELPER 3		10
	CRAB FEED KITCHEN CHAIR	Works directly with Chair and Co-Chair for menu, pricing and securing necessary food items. Responsible for menu planning, grocery list items needed, and food preparation. Oversees the food helpers on preparations of the food before and during the event. Also work with the clean-up crew on making sure the kitchen is clean after the event. Must be available for meetings, preparation on Friday before Crab Feed, and all day/night of Crab Feed (including helpers).	40
Chiu, Chester			
	CRAB FEED KITCHEN CO-CHAIR	Works directly with Chair and Co-Chair for menu, pricing and securing necessary food items. Responsible for menu planning, grocery list items needed, and food preparation. Oversees the food helpers on preparations of the food before and during the event. Also work with the clean-up crew on making sure the kitchen is clean after the event. Must be available for meetings, preparation on Friday before Crab Feed, and all day/night of Crab Feed (including helpers).	35
Igna, Daisy			
	CRAB FEED KITCHEN HELPER 1	Reports to Kitchen Coordinator. Must be available on Friday before Crab Feed for meal preparation and Saturday of Crab Feed and actual Crab Feed Dinner and kitchen clean up. Food preparation and some heavy lifting required (need 5 men to be of assistance in the kitchen). HELPER #1-4 (Fri 4pm-7pm & Sat 7-10pm), HELPER #5-12 (Sat 4pm-11pm).	15
Igna, Eddie			
	CRAB FEED KITCHEN HELPER 2		15
Guanzon, Michelle	CRAB FEED KITCHEN HELPER 3		15
Guanzon, Frederick	CRAB FEED KITCHEN HELPER 4		15
Gadot, Vicente	CRAB FEED KITCHEN HELPER 5		15
Patrick, Maria	CRAB FEED KITCHEN HELPER 6		15
Vicedo, Cherry	CRAB FEED KITCHEN HELPER 7		15
Vicedo, Fredrick	CRAB FEED KITCHEN HELPER 8		15
Deligero, Raymundo	CRAB FEED KITCHEN HELPER 9		15
Deligero, Divina	CRAB FEED KITCHEN HELPER 10		15
Manuel, Margie	CRAB FEED KITCHEN HELPER 11		15
Manuel, Michael	CRAB FEED KITCHEN HELPER 12		15
	CRAB FEED SERVER COORDINATOR	Responsible for coordination of all servers for Crab Feed. Two servers per table of 16 (2 banquet tables together); the same 2 servers are in charge of those tables for the entire evening. Servers will also be responsible to gather clear tables upon completion of meal. Helps with set-up and clean up. MUST ATTEND MANDATORY ALL HANDS MEETINGS	30
Rosen, Victoria			
Pepito, Rico	CRAB FEED SERVER HELPER 1	Reports & takes direction from the Server Coordinator for preparations the night of the event.	10
Pepito, Jedy	CRAB FEED SERVER - 2		10
Pepito, Sam	CRAB FEED SERVER - 3		10
Rogers, Robert	CRAB FEED SERVER - 4		10
Virk, Kamal	CRAB FEED SERVER - 5		10
Gutierrez, Michael	CRAB FEED SERVER - 6		10
Gutierrez, Rosana	CRAB FEED SERVER - 7		10
Holcomb, Ryan	CRAB FEED SERVER - 8		10
Dizon, Byron	CRAB FEED SERVER - 9		10
Dizon, Tiziana	CRAB FEED SERVER - 10		10
Susbillla, Janet	CRAB FEED SERVER - 11		10
Macreadie, Nicole	CRAB FEED SERVER - 12		10
Macreadie, Anthony	CRAB FEED SERVER - 13		10

Milton, Dale	CRAB FEED SERVER - 14		10
	CRAB FEED SERVER - 15		10
Carpenter, Kim	CRAB FEED DINNER TICKET SALES COORDINATOR	Responsible for working with Marketing Chair for development of tickets, ticket sales, tracking ticket sales. Responsible for all monies. Works with Chair & Co-Chair for determined opportunities for ticket sales including sales in loop, after designated Masses, at other parishes. Responsible for seating arrangement coordination and ticket registration on the night of the event. Oversees ticket sales greeters and bar/oyster bar ticket sales helpers. MUST schedule helpers to assist with dinner ticket sales after masses. Presence in four (4) after masses is required. Coordinator should also assign 2 volunteers to sell cash raffle/oyster/drink tickets during the event. Must attend event. (Knowledge of Excel) MUST ATTEND MANDATORY ALL HANDS MEETINGS	30
Holcomb, Colleen	CRAB FEED DINNER TICKET SALES HELPER 1	Reports to Ticket Sales Coordinator. Assists with ticket sales prior to event including loop, after designated Masses, at other parishes, and as needed. Assists with coordination and help to Coordinator for seating arrangements and other duties. Assists with ticket registration on the night of the event. Must be available prior to event and on day of event for ticket greeter.	10
Dougherty, Jessica	CRAB FEED DINNER TIX SALES HELPER 2		10
Kwasigroch, Nicole	CRAB FEED DINNER TIX SALES HELPER 3		10
McBee, Frances	CRAB FEED DINNER TIX SALES HELPER 4		10
Simeon, Nikole	CRAB FEED DESSERT COORDINATOR	Coordinates Dessert Auction of event. Works with Marketing Chair for solicitation to Solicit bakery/dessert donations from parents. Arrange for donations to be delivered to the school prior to event. Prepares signage and bidding list for donations. Monitors dessert table/bidding night of the event. Coordinates and reports to Crab Feed Chair/Co Chair. MUST ATTEND MANDATORY ALL HANDS MEETINGS	30
Bellah, Matt	CRAB FEED DESSERT HELPER 1	Assists Crab Feed Dessert Coordinator at crab feed for dessert auction and handing out desserts. Also assists securing dessert donations. Must be available to work Saturday day and entire Crab Feed.	10
Bellah, Amy	CRAB FEED DESSERT HELPER 2		10
Macreadie, Nicole & Anthony	CRAB FEED BAR SET UP & EVENT COORDINATOR	Under the supervision of Beverage/Bar Fundraiser Chair. Helps with bar set up prior to event, bartending during event, and clean up after event. Must attend Crab Feed and assist with set up, event and tear down of station. (#1-4 Set up & Event, #5-8 Event & Clean up) MUST ATTEND MANDATORY ALL HANDS MEETINGS	30
Jensen, Roberta	CRAB FEED BAR SET UP & EVENT HELPER 1	Under the supervision of Beverage/Bar Fundraiser Chair. Helps with bar set up prior to event, bartending during event, and clean up after event. Must attend Crab Feed and assist with set up, event and tear down of station. (#1-4 Set up & Event, #5-8 Event & Clean up)	10
Jensen, Martin	CRAB FEED BAR SET UP & HELPER 2		10
Hawks, Marcus	CRAB FEED BAR SET UP & HELPER 3		10
Foucek, George	CRAB FEED BAR SET UP & HELPER 4		10
Simon, Likaa	CRAB FEED BAR SET UP & HELPER 5		10
Simon, Tom	CRAB FEED BAR SET UP & HELPER 6		10

NAME	ST. CLARE CRAB FEED - SATURDAY, MARCH 10, 2018	Meetings for Chairs and Coordinators will be held on monthly basis (September thru February) with additional meetings throughout the year. Additional Chair & Coordinator meetings required prior to the event and as needed. Event Helpers will have a mandatory meeting only the week prior to event. Raffle Helpers and Solicitation Helpers will have as needed meetings September through March. LOCATION: ST. CLARE PARISH DATE: Saturday, March 10, 2018	POINTS
Tremoreux, Adam	CRAB FEED CHAIR	Responsible for planning, coordinating, and overseeing the development of the entire fundraiser event. Works with PC to establish detailed budget and plan to achieve budget goal. Shall report to the PC at regularly scheduled meetings on the progress of the event. Shall make recommendations to the PC for any future enhancements or revisions needed for future years and meet for Post Event meeting. Shall prepare final report and full event binder to be returned to school office at the conclusion of the event. Responsible to oversee solicitation of donations for food: crab, bread, produce and other. Also works with Crab Feed Marketing/ Support Coord. and PC Marketing for publicity and signage for event including promotion in churches' bulletins, announcements, fliers for school. Responsible finalizing final approved placemats with sponsors, vendors, getting Corporate Sponsorship logos and update from Corporate Marketing and Solicitation team. Also responsible to oversee marketing for any publicity and necessary signage for school, church, and other media opportunities. Works with Set up-Decorations Chair and is responsible for finalizing all permits needed and securing all necessary vendors, coordinating rental equipment needed (tables, chairs, etc.). Secures necessary vendors (3 bid process) for event. Responsible for inventory of rental equipment at delivery and at conclusion of event working with Clean up coordinator. Coordinates with event Coordinators for theme and design for event. Works with Chairs to coordinate all set up and logistics.	40
Tremoreux, Dona	CRAB FEED CO-CHAIR	Works with Chair to fulfill all duties as described for Chair position. Works with Chair providing meeting minutes, agendas, timelines. Updates job descriptions as modified by Chair for positions for future recommendations. Must attend all meetings, have good writing skills, computer knowledge, and email correspondence. 3 year commitment. Must attend Event.	35
	CRAB FEED PAST CHAIR	Supports Chair & Co Chair. Works with Chair to fulfill all duties as described for Chair position. Works with Chair and Co Chair providing experience and knowledge from previous years. Final year of 3 year commitment.	25
Fuchs, Jay	MARKETING & SUPPORT COORDINATOR	Responsible for all marketing of event, including invitations, tickets, flyers, programs, promotions, etc. Responsible for program development and writing. Markets event to St. Rose School, Parish, Alumni, and other surrounding parishes, local community, and other media. Works closely with other Event Chairs in support of all duties. Assists Raffle Ticket Coordinator for Raffle tickets. Must secure printer for tickets and all other printing needs, including placemats. Must attend mandatory All Hands Meetings	40
Perena, Lynn	CRAB FEED PRIZE ITEM RAFFLE/SOLICITATION CHAIR	Responsible for planning, coordinating, and overseeing the development of the entire Raffle. Works with PG to establish detailed budget and plan to achieve budget goal. Shall make recommendations to the PG for any future enhancements or revisions needed for future years and meet for Post Event meeting. Works with Marketing Chair for marketing of event, tickets, promotions, etc. Responsible for program development and writing. Markets event to St. Rose School, Parish, and Alumni and other surrounding parishes and local community. Works closely with other Chair & Co Chair & Marketing to finalize solicitation letters and solicits local businesses for donated items and packages raffle items. Work with Mailing Coordinator to set-up and execute Bulk Mailing. Schedule helpers to collate and stuff envelopes, promote off-site sales and track sales. Must attend Event.	40
	CRAB FEED PRIZE ITEM RAFFLE/SOLICITATION CO CHAIR	Works with current Raffle Chairperson on the planning, overseeing and development of the entire Raffle and marketing of the event. Three year commitment, will serve as Chair in 2nd year and Immediate Past Chair in 3rd year.	35
	CRAB FEED PRIZE ITEM RAFFLE/SOLICITATION PAST CHAIR	Supports Chair & Co Chair. Works with Chair to fulfill all duties as described for Chair position. Works with Chair and Co Chair providing experience and knowledge from previous years.	20
Tucker, Jason	CRAB FEED PRIZE ITEM RAFFLE/SOLICITATION 1	Works under the direction of the Crab Feed Raffle/Solicitations Team Chairs. Assists with solicitation of local vendors for donations. Responsible for obtaining a minimum of 8 raffle items per helper. Assists with mailings and solicitation for raffle and raffle ticket sales during the crab feed event.	20
	CRAB FEED PRIZE ITEM RAFFLE/SOLICITATION - 2		20
	CRAB FEED PRIZE ITEM RAFFLE/SOLICITATION - 3		20
	CRAB FEED PRIZE ITEM RAFFLE/SOLICITATION - 4		20
	CRAB FEED PRIZE ITEM RAFFLE/SOLICITATION - 5		20
	CRAB FEED PRIZE ITEM RAFFLE/SOLICITATION - 6		20
	SPONSORSHIP / CASH RAFFLE TICKET CHAIR	1) Responsible for all aspects of development, promotion, distributing & mailing, sales & follow-through of CASH RAFFLE TICKET sales on & off site. Work with Cash Raffle Coordinator to promote sales, create sales incentives, and follow through on cash prizes and sales incentives. 2) Responsible for all CORPORATE BUSINESS SPONSORSHIPS. In collaboration with Sponsorship/Cash Raffle Team and Item Solicitation Team, secure 5-10 Event Sponsors. Work closely with Marketing & Support Coordinator in finalizing all promised sponsor rewards including sponsors' logos on approved dinner place mats. Must attend planning meetings with updates and mandatory "All Hands Meetings". Must be present on day of the event.	35
Vista, Juliet	CASH RAFFLE TICKET SALES, MAILING, STUFFING, AND PROMOTIONS COORDINATOR	Works with Cash Raffle Chair to coordinate Cash raffle ticket distribution and mailing, stuffing, and delivery of bulk mail to the post office for St. Rose Parish mailing. Stays within budget provided by Raffle Chair and procures all necessary supplies needed for stuffing, to include envelopes etc. Organizes helpers for stuffing, mail prep, sales & distribution at school & churches, and follow-through as directed by Chair. Prepares Bulk Mailing for stuffing, securing labels from Parish and school office. Communicate printing due date for mailing. PROMOTIONS: Work closely with the Cash Raffle Chair to promote Cash Raffle Ticket sales among school families and parishioners. Create and follow through with sales incentives.	30
Kwasigroch, Nicole	CASH RAFFLE SALES, MAILING, STUFFING, & PROMOTIONS HELPER 1	Reports to Sales/Mail/Stuff/Promotions Coordinator. Responsibilities include assembling mailers to St Rose families & parishioners, assist with promotions and ticket sales at school and at church.	15
	CASH RAFFLE SALES, MAILING, STUFFING, & PROMOTIONS HELPER 2		15
	CASH RAFFLE SALES, MAILING, STUFFING, & PROMOTIONS HELPER 3		15
Ang, Christine	RAFFLE WRAPPING COORDINATOR	Works with Raffle Chair to acquire, arrange and wrap baskets. Responsible for writing basket descriptions and timely submitting same for print. Stays within budget provided by Raffle Chair and procures all necessary supplies needed for stuffing, etc. Must attend mandatory All Hands Meetings	30
Leahy, Susan	RAFFLE WRAPPING HELPER 1	Reports to Wrapping Coordinator	10
Ang, Roger	RAFFLE WRAPPING HELPER 2		10
Hamilton, Maria	CRAB FEED SET UP / DECORATIONS COORDINATOR	Works within set budget as outlined by Chair. Designs floor plan. Inventories current supplies, picks up/purchases necessary supplies for set-up. Coordinates with event chairs on necessary rentals for event. Responsible for decoration and set-up before event, to include set-up tables, chairs, tablecloths, place settings etc. Coordinates & organizes Crab Feed Set Up Helpers. Solicits for donations for table decor and table settings for event as needed. Must attend mandatory All Hands Meetings	30
Eckstrom, Jennifer	CRAB FEED SET UP HELPER 1	Reports to Set Up/Decorations Coordinator. Takes direction from the Set-up/Decorations Coordinator for preparations the night of the event. Must be available on Friday for all set up and Saturday, if needed.	10
Dela Cruz, Michelle	CRAB FEED SET UP HELPER 2		10
Hernandez, Susan	CRAB FEED SET UP HELPER 3		10
Vicedo, Fredrick	CRAB FEED SET UP HELPER 4		10
Vicedo, Cherry	CRAB FEED SET UP HELPER 5		10
Bece, Ryan	CRAB FEED CLEAN UP COORDINATOR	Helps with set-up and preparations the day of the event. Arranges and coordinates clean-up before, during, and after event work with volunteers. Must attend day of event and evening of event until all tear down is complete. Must attend mandatory All Hands Meetings	30
Ngotho, Regina	CRAB FEED CLEAN UP HELPER 1	Reports to Clean-Up Coordinator. Takes direction from the Clean-up Coordinator for preparations the night of the event. Must work after the conclusion of the event and be able to lift tables, etc. Cleans up entire event.	10
Gutierrez, Carla	CRAB FEED CLEAN UP HELPER 2		10
Bece, Kate	CRAB FEED CLEAN UP HELPER 3		10
Cobres, Noe	CRAB FEED CLEAN UP HELPER 4		10
Gadot, Vicente	CRAB FEED CLEAN UP HELPER 5		10
Bass, John	CRAB FEED OYSTER BAR COORDINATOR	Works with Team Chairs for Oyster Bar donations, for bar-b-queue rental, oysters, and items needed for the oyster bar prior to the event. Monitors oyster bar which is open 1 1/2 hours prior to dinner. Responsible for BBQ on night of event. Coordinates helpers for Oyster station, cooking & serving oysters. Must attend Crab Feed and assist with set up, event and tear down of station. Must attend mandatory All Hands Meetings	30

	CRAB FEED OYSTER / SERVER HELPER 1	Takes direction from the Oyster Bar Coordinator for preparations the night of the event. Must attend the event and be willing to set up Oyster station, prep & cook oysters, and/or help promote their sales, as well assist with the clean-up of the booth. Reports to Server Coordinator once oyster bar closes. Takes direction from the Server Coordinator for preparations the night of the event.	10		
Gaffney, Daniel					
Gaffney, Irene	CRAB FEED OYSTER / SERVER HELPER 2		10		
Milton, Dale	CRAB FEED OYSTER / SERVER HELPER 3		10		
	CRAB FEED KITCHEN CHAIR	Works directly with Chair and Co-Chair for menu, pricing and securing necessary food items. Responsible for menu planning, grocery list items needed, and food preparation. Oversees the food helpers on preparations of the food before and during the event. Also work with the clean-up crew on making sure the kitchen is clean after the event. Must be available for meetings, preparation on Friday before Crab Feed, and all day/night of Crab Feed (including helpers).	40		
Chiu, Chester					
	CRAB FEED KITCHEN CO-CHAIR	Works directly with Chair and Co-Chair for menu, pricing and securing necessary food items. Responsible for menu planning, grocery list items needed, and food preparation. Oversees the food helpers on preparations of the food before and during the event. Also work with the clean-up crew on making sure the kitchen is clean after the event. Must be available for meetings, preparation on Friday before Crab Feed, and all day/night of Crab Feed (including helpers).	35		
Igna, Daisy					
	CRAB FEED KITCHEN HELPER 1	Reports to Kitchen Coordinator. Must be available on Friday before Crab Feed for meal preparation and Saturday of Crab Feed and actual Crab Feed Dinner and kitchen clean up. Food preparation and some heavy lifting required (need 5 men to be of assistance in the kitchen). HELPER #1-4 (Fri 4pm-7pm & Sat 7-10pm), HELPER #5-12 (Sat 4pm-11pm).	15		
Manuel, Margie					
Igna, Eddie	CRAB FEED KITCHEN HELPER 2		15		
Quinones, Billy	CRAB FEED KITCHEN HELPER 3		15		
Quinones, Gladys	CRAB FEED KITCHEN HELPER 4		15		
Patrick, Maria	CRAB FEED KITCHEN HELPER 5		15		
	CRAB FEED KITCHEN HELPER 6		15		
Ricafort, Liza	CRAB FEED KITCHEN HELPER 7		15		
Ricafort, August	CRAB FEED KITCHEN HELPER 8		15		
Cobres, Helene	CRAB FEED KITCHEN HELPER 9		15		
Cobres, Noe	CRAB FEED KITCHEN HELPER 10		15		
	CRAB FEED SERVER COORDINATOR	Responsible for coordination of all servers for Crab Feed. Two servers per table of 16 (2 banquet tables together); the same 2 servers are in charge of those tables for the entire evening. Servers will also be responsible to gather clear tables upon completion of meal. Helps with set-up and clean up. Must attend mandatory All Hands Meetings	30		
Rosen, Victoria					
	CRAB FEED SERVER HELPER 1	Reports to Kitchen Coordinator. Must be available from the morning of the Crab Feed through the Crab Feed Dinner to kitchen clean up. Food preparation and some heavy lifting required (need 5 men to be of assistance in the kitchen). Helpers (Sat 10am - 11pm)	10		
Oberman, Gary					
Oberman, Louie	CRAB FEED SERVER - 2		10		
Brown, Kris	CRAB FEED SERVER - 3		10		
Brown, Steve	CRAB FEED SERVER - 4		10		
Susbilla, Janet	CRAB FEED SERVER - 5		10		
	CRAB FEED SERVER - 6		10		
	CRAB FEED SERVER - 7		10		
	CRAB FEED SERVER - 8		10		
	CRAB FEED SERVER - 9		10		
	CRAB FEED SERVER - 10		10		
	CRAB FEED DINNER TICKET SALES COORDINATOR	Responsible for working with Marketing Chair for development of tickets, ticket sales, tracking ticket sales. Responsible for all monies. Works with Chair & Co-Chair for determined opportunities for ticket sales including sales in loop, after designated Masses, at other parishes. Responsible for seating arrangement coordination and ticket registration on the night of the event. Oversees ticket sales greeters and bar/oyster bar ticket sales helpers. Must attend event. (Knowledge of Excel). MUST schedule helpers to assist with dinner ticket sales after masses. Presence in four (4) after masses is required. Coordinator should also assign 2 volunteers to sell cash raffle/oyster/drink tickets during the event. Must attend mandatory All Hands Meetings	30		
Carpenter, Kim					
	CRAB FEED DINNER TICKET SALES HELPER 1	Reports to Ticket Sales Coordinator. Assists with ticket sales prior to event including loop, after designated Masses, at other parishes, and as needed. Assists with coordination and help to Coordinator for seating arrangements and other duties. Assists with ticket registration on the night of the event. Must be available prior to event and on day of event for ticket greeter.	10		
Kwasigroch, Nicole					
Milton, Lori	CRAB FEED DINNER TIX SALES HELPER 2		10		
	CRAB FEED DINNER TIX SALES HELPER 3		10		
	CRAB FEED DINNER TIX SALES HELPER 4		10		
	CRAB FEED DESSERT COORDINATOR	Coordinates Dessert Auction of event. Works with Marketing Chair for solicitation to Solicit bakery/dessert donations from parents. Arrange for donations to be delivered to the school prior to event. Prepares signage and bidding list for donations. Monitors dessert table/bidding night of the event. Coordinates and reports to Crab Feed Chair/Co Chair. Must attend mandatory All Hands Meetings	30		
Toca, Angelica					
	CRAB FEED DESSERT HELPER 1	Assists Crab Feed Dessert Coordinator at crab feed for dessert auction and handing out desserts. Also assists securing dessert donations. Must be available to work Saturday day and entire Crab Feed.	10		
Mattes, Brandon					
	CRAB FEED DESSERT -2		10		
	CRAB FEED BAR SET UP & EVENT COORDINATOR	Under the supervision of Beverage/Bar Fundraiser Chair. Helps with bar set up prior to event, bartending during event, and clean up after event. Must attend Crab Feed and assist with set up, event and tear down of station. (#1-4 Set up & Event, #5-8 Event & Clean up) Must attend mandatory All Hands Meetings	30		
Mattes, Stephanie					
	CRAB FEED BAR SET UP & EVENT HELPER 1	Under the supervision of Beverage/Bar Fundraiser Chair. Helps with bar set up prior to event, bartending during event, and clean up after event. Must attend Crab Feed and assist with set up, event and tear down of station. (#1-4 Set up & Event, #5-8 Event & Clean up)	10		
Simon, Likaa					
	CRAB FEED BAR SET UP & HELPER 2		10		
Eckstrom, Jennifer					
	CRAB FEED BAR SET UP & HELPER 3		10		
	CRAB FEED BAR SET UP & HELPER 4		10		
Hersey, Chris					
	CRAB FEED BAR SET UP & HELPER 5		10		
Hersey, Andrea					
	CRAB FEED BAR SET UP & HELPER 6		10		

NAME	JOG A THON	DESCRIPTION	POINTS
Sanders, Jennifer	JOG-A-THON CHAIR	Responsible for planning, publicizing, coordinating, and overseeing the development of the entire fundraiser. Works with PC to establish detailed budget and plan to achieve budget goal. Shall report to the PC at regularly scheduled meetings on the progress of the event. Shall make recommendations to the PC for any future enhancements or revisions needed for future year and meet for Post Event meeting. Shall prepare final report and full event binder to be returned to school office at the conclusion of the event. Secures necessary vendors (3 bid process) for event. Manages all communications with parents, staff, students, and community about the event. Work with Pledge Coordinator to manage pledge tracking process. Work with Co-Chair and Sponsorships and Prize Coordinators to secure any necessary donations needed to execute event. Keeps record of the funds that are generated by this event. Work with school office to communicate with neighbors prior to the event to ensure the local community is aware of the event. Third year - will serve as Immediate Past Chair. EVENT DATE: TBA	40
	JOG-A-THON CO CHAIR	Works with Chair to fulfill all duties as described for Chair position. Three year commitment, will serve as chair in 2nd year and Immediate Past Chair for 3rd year.	35
	JOG-A-THON PAST CHAIR	Assists with all duties for Chair & Co Chair. Advises Chair, Co Chair, Committee Chairs and Coordinators. Final year of 3 year commitment.	20
Vista, Juliet	JOG T-SHIRT AND T-SHIRT SPONSORSHIPS COORDINATOR	T-SHIRT - Determine T-shirt design process (student design contest or other), seek T-shirt production (3 bids-approval of PC Fundraiser Chair), size sign-ups all students, staff, and designated volunteers; SPONSORSHIPS - Work with Promotions / Donations Coordinator to gain Sponsorships to exceed cost of all T-shirts. Collect sponsorship monies and report to Fundraisers Chair. Request checks via PC Treasurer in advance of T-shirt delivery. Responsible for T-shirt distribution in advance of JOG T-shirt Spirit Days. (Principal determines T-shirt Spirit Days)	25
	PROMOTIONS / DONATIONS / PLEDGE INCENTIVES COORDINATOR	Responsible to Chair and Co-Chair to determine JOG Promotions strategies and Pledge Incentives. Solicit all DONATIONS of gift cards or gift certificates for distribution during the Jog-a-Thon. Responsible to submit all donors' contact information to the Correspondence (ALL) Fundraisers Chair for acknowledgements and thank you letters.	25
Ricci, Mark	PLEDGE ENVELOPE / JOG PLEDGE MONIES COLLECTION	Responsible for full development, design, printing, distribution of Pledge Envelopes and Cover Letter. Responsible for all follow-through, receipt of envelopes and pledged monies and redistribution and collection of pledge envelopes following Jog-a-Thon Day. Include all documentation of all laps run from Tracking Coordinator.	25
Ricci, Annette	VOLUNTEER AND JOG TRACKING COORDINATOR	Responsible for communicating and scheduling all Event Helpers and Volunteers. Day of the event all volunteers and helpers will assist chair and coordinators with set-up and take-down and lap-tracking, treat distribution to students, and monitoring for first aid.	25
Hernandez, Susan	JOG EVENT HELPER 1	All responsibilities as designated by JOG Chair and Volunteer Coordinator. Attend committee meetings as requested, especially "All Hands Meeting" the week before the JOG Day. Assigned as needed for the day of the event. Helps with set-up, clean-up and running of the event from start to finish. Must be able to attend event. A	10
Friel, Orfilia	JOG EVENT HELPER 2		10
Friel, Lance	JOG EVENT HELPER 3		10
Martinez, Heidi	JOG EVENT HELPER 4		10
Ramirez, Alfonso	JOG EVENT HELPER 5		10
Lopez, Jhovell	JOG EVENT HELPER 6		10
Foster, Noelle	JOG EVENT HELPER 7		10
Law, Godwin	JOG EVENT HELPER 8		10
Nasri, Elizabeth	JOG EVENT HELPER 9		10
Newman, Lisa	JOG EVENT HELPER 10		10

NAME	SPORTS POSITION	DESCRIPTION	POINTS
White, Steve & Mary	ATHLETIC DIRECTOR	Provides guidance and direction for the school's sports program. Oversees the assigning of all coaches, team organization, scheduling, budgeting, etc.	40
Freitas, Amy	SPORTS COMMITTEE CHAIR	Works with Athletic Director to coordinate PAL sports activities for each season throughout the school year (i.e. sports picture days, award banquets, uniforms, coaches shirts, sweatshirts and manages host nights).	40
Valasek, Elva	SPORTS COMMITTEE ASSISTANT	Assists Sports Committee Chair. Primary responsibilities include: 1) Overseeing the Snack Bar during PAL basketball season (Jan - Feb: Tues. host nights 3 - 8pm) and Little Dribbler Host Days (2 Saturdays). Takes inventory on Mon or Tues AM for snack bar, purchases necessary items for Tuesday night Host Nights (3 - 8pm) - Varsity Girls Division Basketball. 2)Inventories uniforms 3) Produces participation certificates and coaches gifts for the Sports Banquets.	15
McAuliffe, Debbie	BANQUET COORDINATOR	Works with Sports Committee Chair to coordinate (3) banquets (Nov, Mar, May). Coordinates, directs, and organizes Sports Banquet Helpers. Plans menu with Sports Committee President, makes shopping list, shops for needed food items, prepares meal night of banquet with helpers (approx. 3-8 pm), serves dinner, and cleans up kitchen following banquet.	30
Valasek, Elva	SPORTS PICTURE HELPER 1	Attends and helps to organize players for 3 or 4 sports picture days (Sept, Dec, March), including taking players to and from Extension. Reports to Sports Committee Chair.	15
Murlot, Tracy	SPORTS PICTURE HELPER 2		15
Ramirez, Alfonso	SPORTS BANQUET HELPER 1	Assists Banquet Coordinator with 3 PAL Sports Banquets (Nov, March, May). Responsible for set up, preparing the meal, serving and clean up.	15
Aguero, Ed	SPORTS BANQUET HELPER 2		15
Dagdug, Laura	SPORTS BANQUET HELPER 3		15
Bass, Sheila	SPORTS BANQUET HELPER 4		15
Crumley, Erica	SPORTS BANQUET HELPER 5		15
Crumley, Erica	VARSITY GIRLS BASKETBALL HOST NIGHT HELPER 1	Assists Sports Committee Chair in PAL basketball host nights (Tuesdays, Jan - Feb) (approx. 4:30 - 8pm). Works in the following areas: snack bar, admissions and scoreboard.	15
Ramirez, Alfonso	VARSITY GIRLS BASKETBALL HOST NIGHT HELPER 2		15
Lopez, Jhovel	VARSITY GIRLS BASKETBALL HOST NIGHT HELPER 3		15
	VARSITY GIRLS BASKETBALL HOST NIGHT HELPER 4		15
	VARSITY GIRLS BASKETBALL HOST NIGHT HELPER 5		15
Witte, Michele	LITTLE DRIBBLERS CHAIR	Oversees the administrative function of the school's PAL youth basketball program (Grades 1 - 4), including team organization, equipment and uniform distribution, scheduling of practices and hosting league play.	40
Lopez, Jhovel	LITTLE DRIBBLERS HELPER 1	Set Up, Clean Up and assistance for Little Dribbler Host Days (2 or 3 Saturdays in Jan - Feb) and helps to organize picture day. Reports to Little Dribblers Chair.	15
Honeycutt, Matt	LITTLE DRIBBLERS HELPER 2		15
Honeycutt, Christine	LITTLE DRIBBLERS HELPER 3		15
	LITTLE DRIBBLER COACHES / WINTER SEASON BASKETBALL	1ST THRU 4TH GRADE TEAMS: Plan, organize and teach the fundamentals of the assigned sport in a positive manner. Includes teaching the rules, strategies, good sportsmanship and ensures proper conditioning.	
	COACH 1ST GRADE BOYS 1		20
	COACH 1ST GRADE BOYS 2		20
	COACH 1ST GRADE GIRLS 1		20
	COACH 1ST GRADE GIRLS 2		20
Foley, Scott	COACH 2ND GRADE BOYS 1		20
	COACH 2ND GRADE BOYS 2		20
Sanders, Ben	COACH 2ND GRADE GIRLS 1		20
Bellah, Matt	COACH 2ND GRADE GIRLS 2		20
O'Brien, Tony	COACH 3RD GRADE BOYS 1		20
Morales, Christopher	COACH 3RD GRADE BOYS 2		20
Valasek, John	COACH 3RD GRADE GIRLS 1		20
	COACH 3RD GRADE GIRLS 2		20
Foley, Scott	COACH 4TH GRADE BOYS 1		20
Jones, Anneliese	COACH 4TH GRADE BOYS 2		20
White, Steve	COACH 4TH GRADE GIRLS 1		20
Canalas, Bob	COACH 4TH GRADE GIRLS 2		20
	P.A.L. COACHES /FALL SEASON	5TH THRU 8TH GRADE TEAMS: Coaches apply annually for these positions an follow directives from the school's Athletic Director and the guidelines from the Parochial Athletic League - Diocese of Sacramento. Plans and organizes team practices and ensures proper conditioning. Teaching the rules and strategies of the game. Promotes good sportsmanship amongst the students and other teams. Coaches are required to play every team member in every contest (unless a child is ineligible) and determines the amount of playing team each student participates. It is the responsibility of the coach(es) to use conscientious management of the players in game situations.	
	BOYS FLAG FOOTBALL HEAD COACH		20

	BOYS FLAG FOOTBALL ASSISTANT COACH		20
	VS GIRLS VOLLEYBALL HEAD COACH		20
Leon, Jacque	VS GIRLS VOLLEYBALL ASSISTANT COACH		20
Vigil, Debbie	JV GIRLS VOLLEYBALL HEAD COACH		20
	JV GIRLS VOLLEYBALL ASSISTANT COACH		20
	VS REC GIRLS VOLLEYBALL HEAD COACH		20
	VS REC GIRLS VOLLEYBALL ASSISTANT COACH		20
	JV REC GIRLS VOLLEYBALL HEAD COACH 2		20
	JV REC GIRLS VOLLEYBALL ASSISTANT COACH 2		20
Gamette, Rochelle	CO-ED CROSS COUNTRY (4-8) HEAD COACH		20
	CO-ED CROSS COUNTRY (4-8) ASSISTANT COACH		20
	P.A.L. COACHES/WINTER SEASON BASKETBALL	5TH THRU 8TH GRADE TEAMS: Coaches apply annually for these positions an follow directives from the school's Athletic Director and the guidelines from the Parochial Athletic League - Diocese of Sacramento. Plans and organizes team practices and ensures proper conditioning. Teaching the rules and strategies of the game. Promotes good sportsmanship amongst the students and other teams. Coaches are required to play every team member in every contest (unless a child is ineligible) and determines the amount of playing team each student participates. It is the responsibility of the coach(es) to use conscientious management of the players in game situations.	
Hirsch, Thad	JV REC BOYS (5th Grade) HEAD COACH		20
	JV REC BOYS (5th Grade) ASST. COACH		20
Dutro, Scott	JV BOYS (6th Grade) HEAD COACH		20
Rumenapp, Joe	JV BOYS (6th Grade) ASST. COACH		20
Harvey, Nathan	VS REC BOYS (7-8 Grade) HEAD COACH		20
	VS REC BOYS(7-8 Grade) ASST. COACH		20
Gill, Steve	VS BOYS (7-8 Grade) HEAD COACH		20
Krause, Paul	VS BOYS (7-8 Grade) ASST. COACH		20
	JV REC GIRLS (5th Grade) HEAD COACH		20
	JV REC GIRLS (5th Grade) ASST. COACH		20
Vigil, Debbie	JV GIRLS (6th Grade) HEAD COACH		20
	JV GIRLS (6th Grade) ASST. COACH		20
White, Steve	VS REC GIRLS (7-8 Grade) HEAD COACH		20
	VS REC GIRLS(7-8 Grade) ASST. COACH		20
	VS GIRLS (7-8 Grade) HEAD COACH		20
Chester, Jason	VS GIRLS (7-8 Grade) ASST. COACH		20
	P.A.L. COACHES/SPRING SEASON	5TH THRU 8TH GRADE TEAMS: Coaches apply annually for these positions an follow directives from the school's Athletic Director and the guidelines from the Parochial Athletic League - Diocese of Sacramento. Plans and organizes team practices and ensures proper conditioning. Teaching the rules and strategies of the game. Promotes good sportsmanship amongst the students and other teams. Coaches are required to play every team member in every contest (unless a child is ineligible) and determines the amount of playing team each student participates. It is the responsibility of the coach(es) to use conscientious management of the players in game situations.	
	BOYS VOLLEYBALL COACH		20
	BOYS VOLLEYBALL ASST COACH		20
Chester, Jason	GIRLS FLAG FOOTBALL COACH		20
	GIRLS FLAG FOOTBALL ASST COACH		20
Leon, Alex	CO-ED TRACK COACH		20
	CO-ED TRACK ASST COACH 1		20

	CO-ED TRACK ASST COACH 2		20
	CO-ED GOLF COACH		20
	CO-ED GOLF ASST. COACH		20

NAME	YARD DUTY	DESCRIPTION	POINTS
Mehalakis, Marilena	YARD DUTY - MONDAY (11:40-1:15 PM) 1	Weekly position on specified day for yard duty. Reports to the Staff Yard Duty Coordinator/Supervisor. Supervises students during lunch recesses. Monday and Friday have less scheduled days due to Holidays and Half-Days. MUST BE ON TIME AND FULFILL ALL PROMISED DAYS/DATES. Yard Duty Volunteers are responsible to find their own substitutes if they cannot show. (Yard Duty Volunteer Roster & Contact info provided)	20
Purcell, Doreen	YARD DUTY - MONDAY (11:40-1:15 PM) 2		20
Rice, Stephen	YARD DUTY - FRIDAY (11:40-1:15 PM) 1		20
Gutierrez, Michael	YARD DUTY - FRIDAY (11:40-1:15 PM) 2		20
Wieser, Matt	YARD DUTY - FRIDAY (11:40-1:15 PM) 3		20
Calderon, Gladys	YARD DUTY - TUESDAY (11:40-1:15 PM) 1		40
Purcell, Doreen	YARD DUTY - TUESDAY (11:40-1:15 PM) 2		40
Wohlfeld, Chris	YARD DUTY - TUESDAY (11:40-1:15 PM) 2		40
Babb, Virna	YARD DUTY - WEDNESDAY (11:40-1:15 PM) 1		40
David, Marina	YARD DUTY - WEDNESDAY (11:40-1:15 PM) 2		40
Weigel, Mila	YARD DUTY - THURSDAY (11:40-1:15 PM) 1		40
Stuart, Monica	YARD DUTY - THURSDAY (11:40-1:15PM) 2		40
Name	LOOP	Description	Points
Nugent, Christina	AM LOOP 1ST WEEK	Provides assistance and supervision to students for safety and efficiency of AM loop. Hours are Monday thru Friday 7:30 AM - 8:05 AM. Weekly assignment: Must work ONE WEEK EACH MONTH.	20
Fajardo, Enrique	AM LOOP 1ST WEEK		20
Swyers, Eleanor (Ama	AM LOOP 1ST WEEK		20
Murlot, Tracy	AM LOOP 1ST WEEK		20
Swyers, Eleanor (Ama	AM LOOP 2ND WEEK		20
Moes, Kim	AM LOOP 2ND WEEK		20
	AM LOOP 2ND WEEK		20
	AM LOOP 2ND WEEK		20
Nugent, Christina	AM LOOP 3RD WEEK		20
Murlot, Tracy	AM LOOP 3RD WEEK		20
Moes, Kim	AM LOOP 3RD WEEK		20
	AM LOOP 3RD WEEK		20
	AM LOOP 4TH WEEK		20
	AM LOOP 4TH WEEK		20
	AM LOOP 4TH WEEK		20
	AM LOOP 4TH WEEK		20

NAME	PARENT/CHILD SOCIAL	Assists Parent Club Hospitality Chair 1 & Chair 2. Helpers assist with ticket sales, decoration & set up, preparation and service of event, games, photos, and clean up. Must be able to attend event and set up the day of the event. SPRING 2018 (Date TBD) -- FATHER-DAUGHTER SOCIAL	POINTS
Mounkes, Christie	PARENT/CHILD SOCIAL HELPER 1		10
Nasri, Elizabeth	PARENT/CHILD SOCIAL HELPER 2		10
Foster, Noelle	PARENT/CHILD SOCIAL HELPER 3		10
Ricafort, Liza	PARENT/CHILD SOCIAL HELPER 4		10
Quinones, Gladys	PARENT/CHILD SOCIAL HELPER 5		10
Villafior, Cheryl	PARENT/CHILD SOCIAL HELPER 6		10
	PC SOCIAL HELPER	Assists Parent Club with prep, set up and clean up of Parent Club Social. Helpers assist decoration & set up, preparation and service of even. Are required to to set up a minimum of two hours prior to event and stay until clean up after. Date: TBD	
	PG SOCIAL HELPER 1		10
	PG SOCIAL HELPER 2		10
	PG SOCIAL HELPER 3		10
	PG SOCIAL HELPER 4		10
	PG SOCIAL HELPER 5		10
	PG SOCIAL HELPER 6		10